

# **QCS Training Step By Step Instructions to how QCS relates to P3 and RMS**

This section contains helpful step by step procedures on how tasks are performed using QCS to plan and manage the project. The procedures take you from installing QCS on the contractors machine for the first time to importing and exporting to the Government and the construction schedule, as well as, through pay applications. This section is not intended to fully train you on all of the ins and outs of QCS, but to provide you a basis to build on. The full manual (website is shown on the last page of the section) can be printed for reference and specific tasks that are not cover in this class.

# Contractors Website to download the QCS program:

RMS CENTER : Home - Microsoft Internet Explorer

Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites History Print Copy Paste Address

ss http://216.86.193.60/qcs/index.html

Go

## RMS CENTER CONTRACTOR

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### Home

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The U.S. Army Corps of Engineers is a diverse workforce of professionals. Our mission is to provide quality and responsive engineering services to the nation. History and Leadership help us meet the demands of changing times. We are a vital part of the Army. We take pride in our work!

Construction is what the U.S. Army Corps of Engineers is all about. Construction is the reason for our existence, whether the project is for Military, Civil Works or Work for Others.

The RMS Center is maintained to assist field engineers, inspectors, construction representatives, contractor staff and office personnel perform their duties by providing computer programs and automation expertise to plan, accomplish, and control the daily technical and administrative functions of construction projects managed by the U.S. Army Corps of Engineers.

The Resident Management System (RMS) and the Quality Control System (QCS) are quality management and contract administration programs designed by Resident Engineers. The systems provide an efficient method to plan, schedule, and control all aspects of construction.

The Government Staff will use the RMS program and the Contractor Staff will use the associated QCS program.

# Select software updates then click the latest version of QCS:

RMS CENTER : Software Updates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address http://216.86.193.60/qcs/updates.html Go Links

If you encounter any problems with the installation, please contact the RMS Center.

THESE FILES SHOULD BE DOWNLOADED TO YOUR COMPUTER --  
- DO NOT ATTEMPT TO READ THEM ON-LINE (USE " RIGHT MOUSE CLICK" & 'SAVE TARGET AS:')

QCS Software Updates		
Software Number/ Date	Setup File	Summary of Fixes
Software 2.33.1.7 Database 2.33.01 11-10-2003	<a href="#">QCSSetup02330107.exe</a>	<a href="#">Summary of Fixes</a>
<p><b>ALERT!!!:</b> The <b>2.34.2.1</b> version of QCS is only for those contractors who are working with districts that have updated to the 2.34 version of RMS. Please <b>DO NOT</b> download this update if the Corps office you are working with has not updated to the 2.34 version of RMS.</p>		
Software 2.34.2.1 Database 2.34.02 03-08-2004	<a href="#">QCSSetup02340201.exe</a>	
Utilities		
Version Number	Installation File	Summary
Version 1.3 January 30, 2003	<a href="#">SDEF-Companion</a>	
Version 3 April 01, 2004	<a href="#">Excel Template</a>	

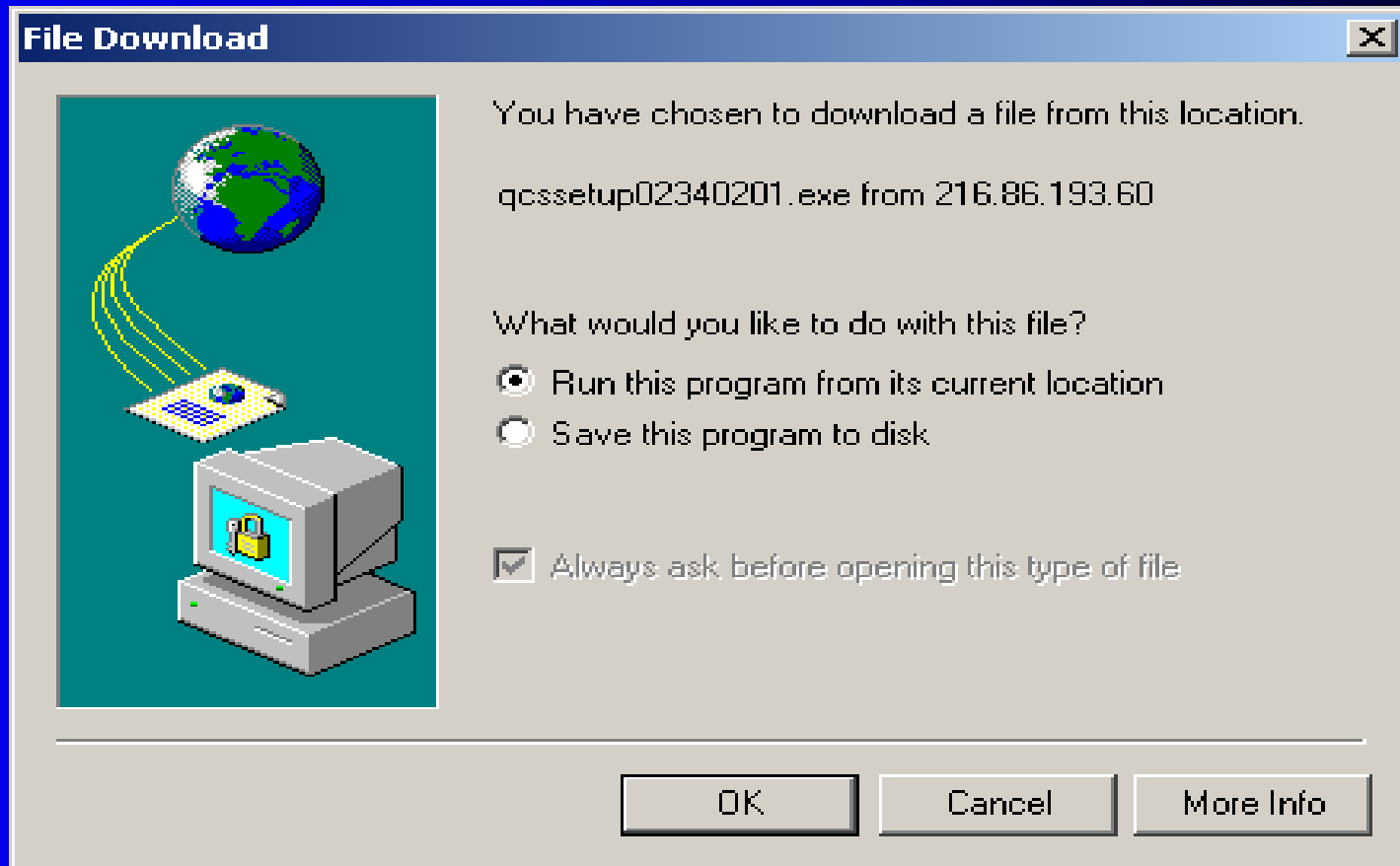
©2003 RMS CENTER. All Rights Reserved.

http://216.86.193.60/datafiles/qcssetup02340201.exe

Internet

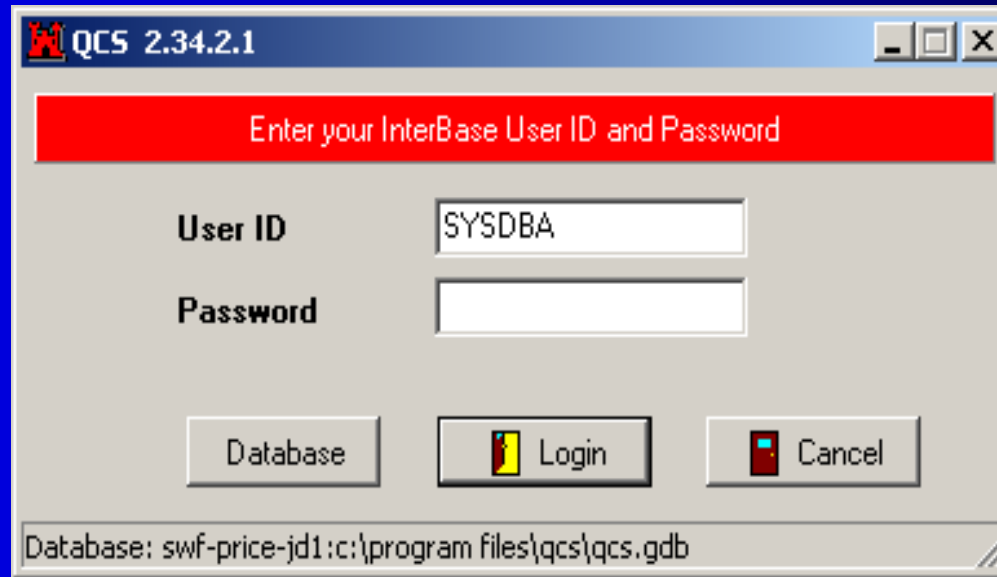
9/25/2004

Download the program and set up as server on QC's machine.



The QCS system can be networked to run on multiple computers. Refer to User guide for networking information (website at end of this section).

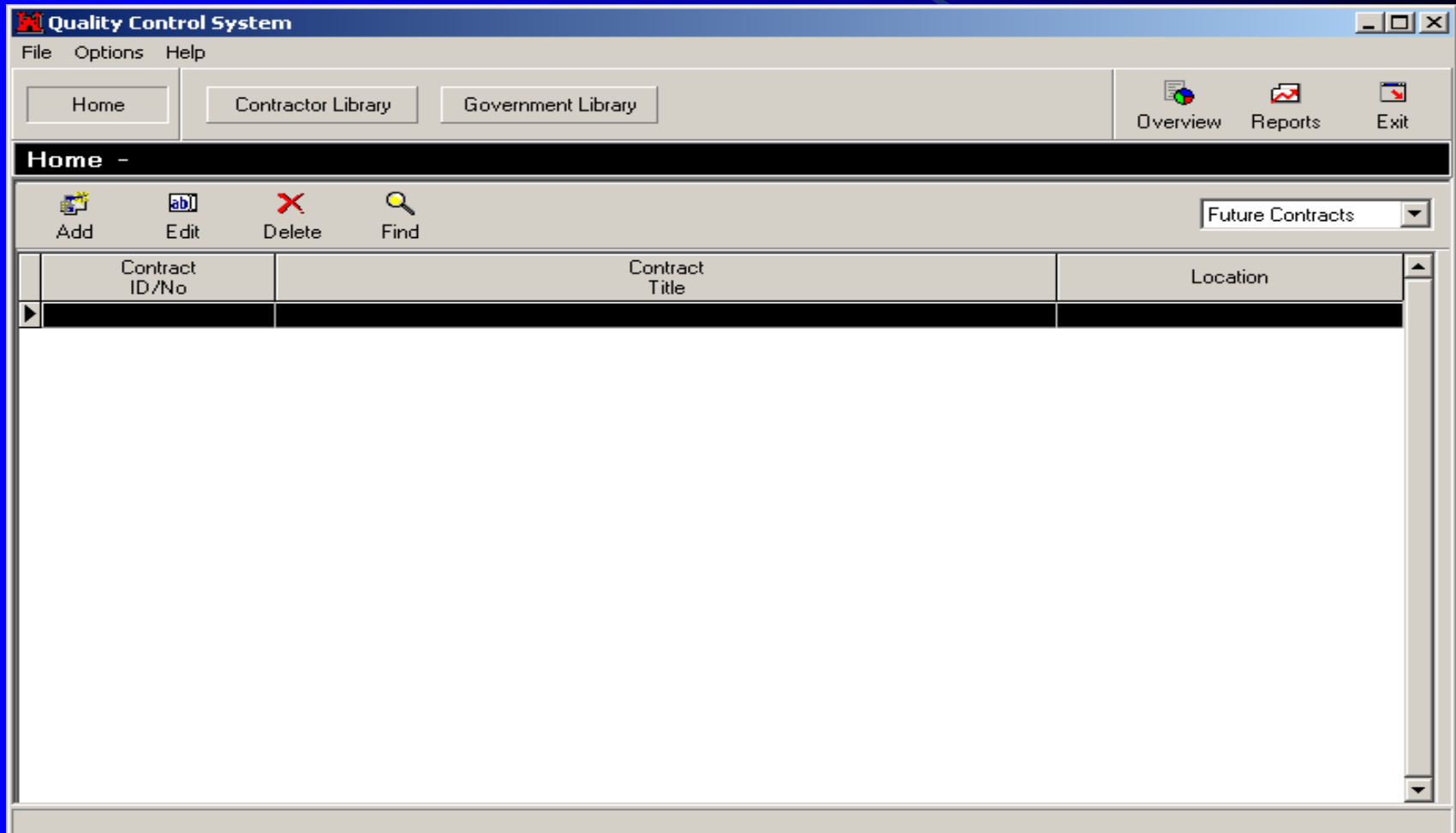
Once QCS is loaded on the machine you will have an Icon to click to use:



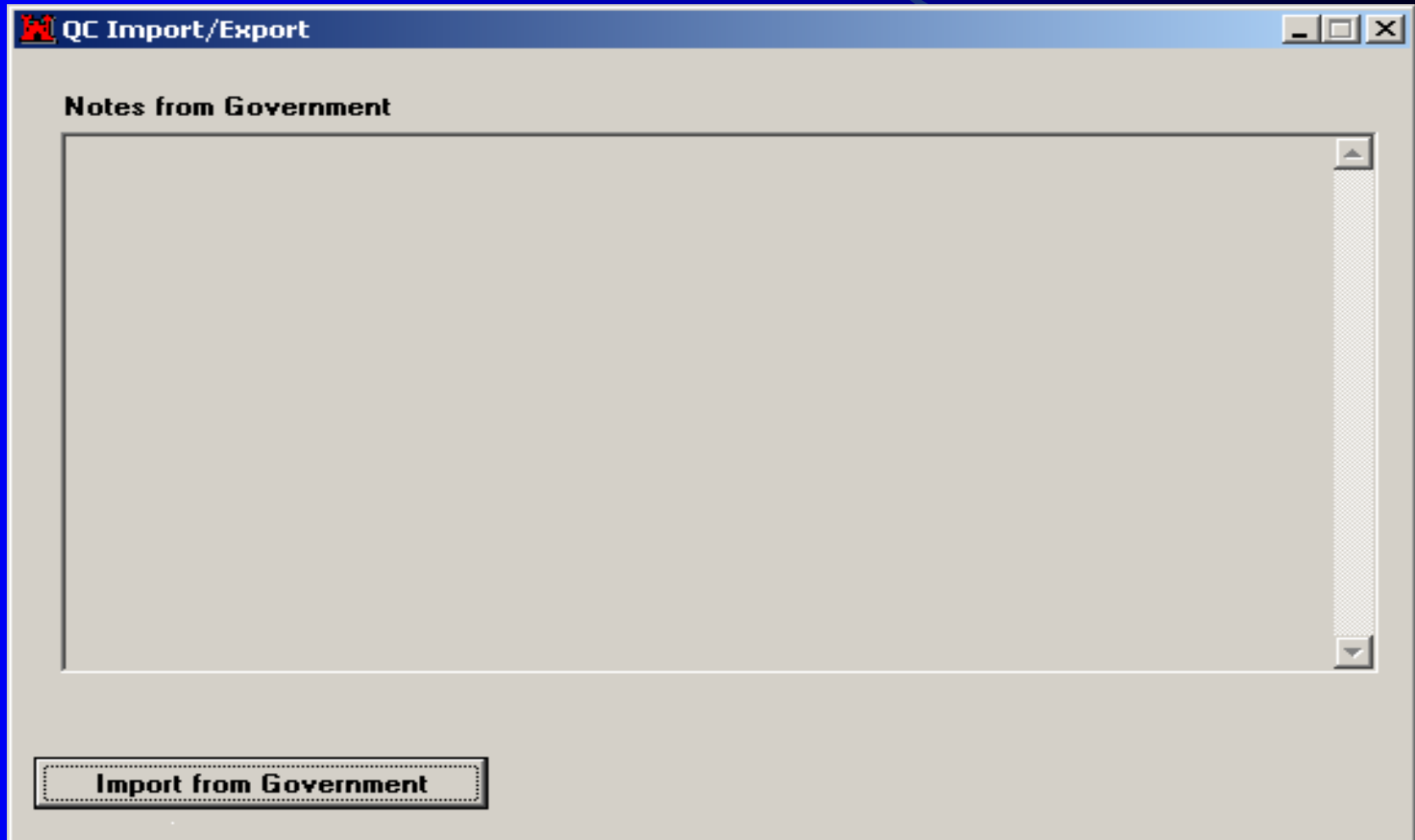
Default user ID is shown above and the password is **“masterkey”**.

Once you are logged into the system then you have to get a project setup disk from the Corps of Engineers (COE) to set up a new project on your machine.

The home tab is where all projects are stored.  
Highlight app. Proj. and push edit tab or double click  
the project to access.



Once you receive the setup disk from the Resident or Area Office you will click the add tab and the following screen will come up.

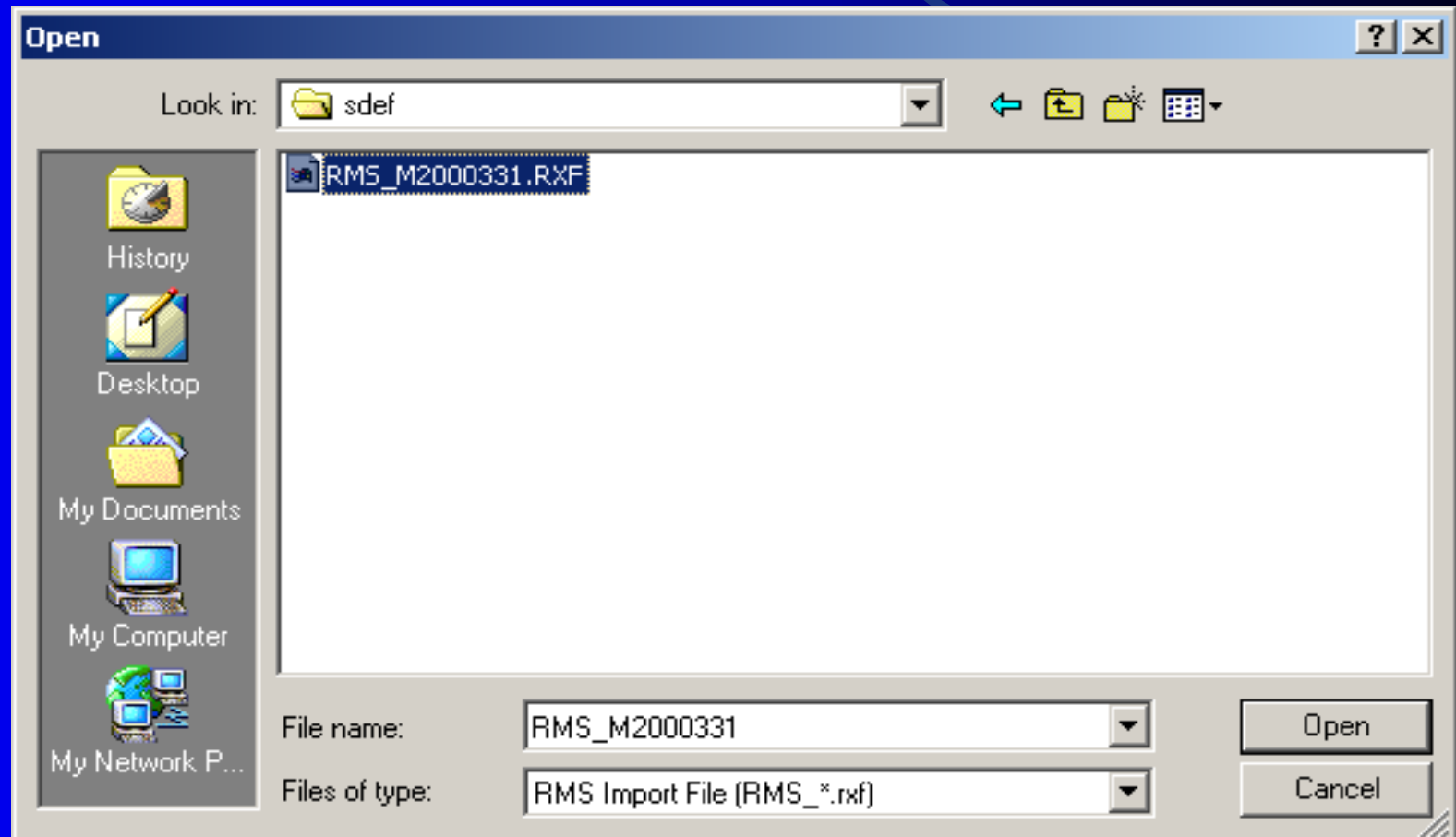


Then click the Import from Government tab and the screen below will pop up to route the import to the location of the Governments export either disk or where you saved to c:

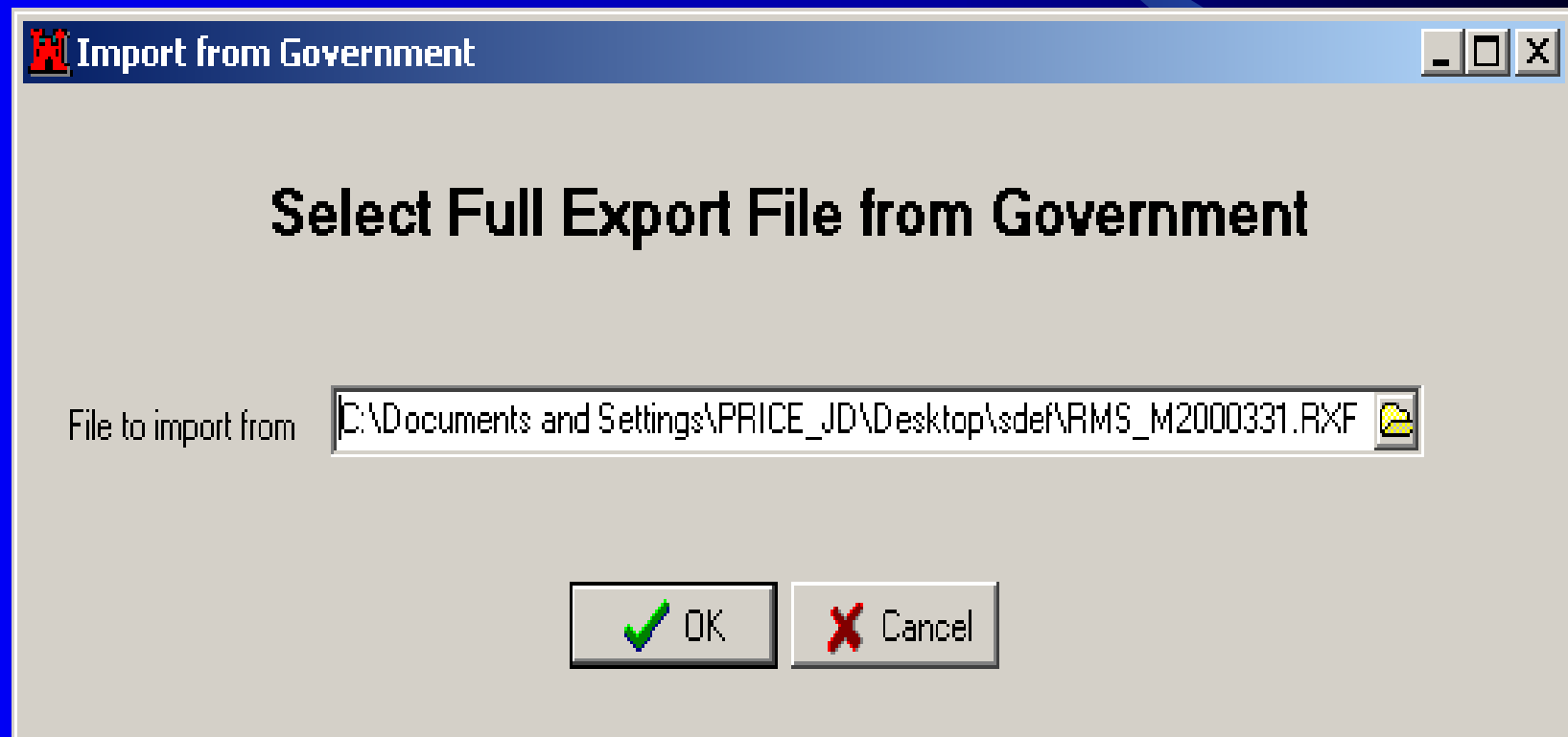




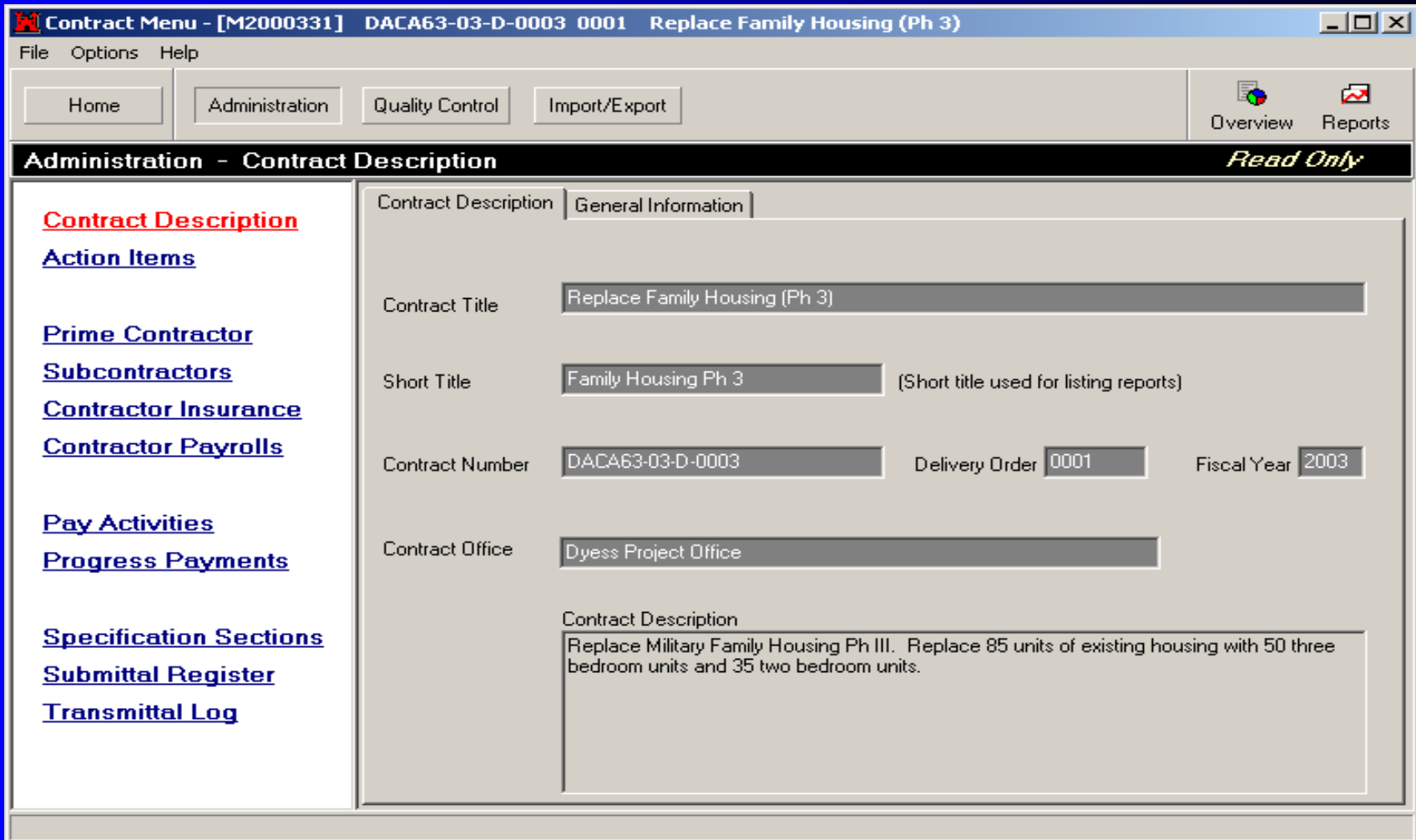
Highlight the file then select open



Click OK and the job will be set up



All Government required fields will be filled in as shown below. Note: Ready Only



Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

**Administration - Contract Description** *Read Only*

[Contract Description](#)  
[Action Items](#)  
[Prime Contractor](#)  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
[Pay Activities](#)  
[Progress Payments](#)  
[Specification Sections](#)  
[Submittal Register](#)  
[Transmittal Log](#)

Contract Description General Information

Contract Title Replace Family Housing (Ph 3)

Short Title Family Housing Ph 3 (Short title used for listing reports)

Contract Number DACA63-03-D-0003 Delivery Order 0001 Fiscal Year 2003

Contract Office Dyess Project Office

Contract Description  
Replace Military Family Housing Ph III. Replace 85 units of existing housing with 50 three bedroom units and 35 two bedroom units.

Contractor must fill in the fields for Prime contractor, subcontractor, Contractor Insurance, Payrolls. Pay activities and progress payments will be discussed in a later portion. The Specification sections and submittal register should be filled in per the contract documents. Note: The submittal register needs to be reviewed with the specifications sections and expanded or elaborated as necessary. IE: Fixture submittals is typically a single line item and if you break the line items out then you won't have to resubmit the entire package if a couple of the fixtures are disapproved, but the rest of the material meet the specification. Contractor may also consider breaking out rebar, structural steel, and Items that will be sequenced per BLDG in order to get approval on the critical items 1<sup>st</sup>.

# Prime contractor tab

Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

**Administration - Prime Contractor**

[Contract Description](#)  
[Action Items](#)  
**[Prime Contractor](#)**  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
  
[Pay Activities](#)  
[Progress Payments](#)  
  
[Specification Sections](#)  
[Submittal Register](#)  
[Transmittal Log](#)

Contractor Information	Management/Work Days	Bond Co./SBA	
Prime's Name	C.F. Jordan, LP	Responsibility Code	PRIM
Full Name	C. F. Jordan, LP	CAGE No	
Address	7700 C.F. Jordan Drive	CEC No	
	El Paso, TX 79912	Phone	915/877-3333
County	U.S.A.	Fax	
Site Address	101 Oklahoma	Phone	325.698.8788
	Dyess AFB	Fax	325.698.8783

Government should send mail to: ☒ Contractor's Home Address ☐ Contractor's Site Address

Fill in all applicable tabs.

# Subcontractor Tab

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export Overview Reports

**Administration - Subcontractors**

[Contract Description](#)  
[Action Items](#)  
[Prime Contractor](#)  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
[Pay Activities](#)  
[Progress Payments](#)  
[Specification Sections](#)  
[Submittal Register](#)  
[Transmittal Log](#)

Add Edit Delete Find

Responsibility Code	Contractor Name	Trade	Phone Number
0100	National Constructio	Fencing	
02	A&R Demolition	Demolition/Wrecking	
2300	Infrastructure Const	Earthwork	915.892.9311
2301	Thorton Tree Service	Specialities	
2316	UT Plumbing	Plumbing	
ARCH			
CABS			
CARP			
CONC			
DOOR			
DRYW			
ELEC	YZ Electric	Electrical	
FENC			
FLOR			
FRAM			
GC			
GOVT			
GUTT			
HVAC			

Responsibility code ties to the schedule.

# Contractor Insurance Tab

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

**Administration - Contractor Insurance** *Read Only*

Contract Description

Action Items

Prime Contractor

Subcontractors

**Contractor Insurance**

Contractor Payrolls

Pay Activities

Progress Payments

Specification Sections

Submittal Register

Transmittal Log

View Find

Responsibility Code	Contractor Name	General Insurance	Auto Insurance	Workman's Comp	SF1413 Acknowledged
PRIM	C.F. Jordan, LP	05/01/2003	05/01/2003	05/01/2003	N/A
02	A&R Demolition				
2300	Infrastructure Const				
0100	National Constructio				
SURV	Shepard Surveying				
2301	Thorton Tree Service				
2316	UT Plumbing				
ELEC	YZ Electric				
FENC					
CARP					
CABS					
JANI					
LAND					
MASN					
PAVE					
PAIN					
GC					

Insurance expiration dates - Imported from RMS

Insurance can be entered either by the contractor or the COE, depending what is worked out with your field personnel. This one is filled out by the COE, note: the READ ONLY!

# Contractor Payrolls

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export Overview Reports

**Administration - Contractor Payrolls**

[Contract Description](#)

[Action Items](#)

[Prime Contractor](#)

[Subcontractors](#)

[Contractor Insurance](#)

[Contractor Payrolls](#)

[Pay Activities](#)

[Progress Payments](#)

[Specification Sections](#)

[Submittal Register](#)

[Transmittal Log](#)

Responsibility Code	Contractor Name	Dec 27, 2003	Jan 03, 2004	Jan 10, 2004	Jan 17, 2004	Jan 24, 2004	Jan 31, 2004	Feb 07, 2004	Feb 14, 2004	Feb 21, 2004	Feb 28, 2004	Mar 06, 2004	Mar 13, 2004	Mar 20, 2004	Mar 27, 2004	Apr 03, 2004
PRIM	C.F. Jordan, LP															
02	A&R Demolition															
2300	Infrastructure Const															
0100	National Constructio															
SURV	Shepard Surveying															
2301	Thorton Tree Service															
2316	UT Plumbing															
ELEC	YZ Electric															
CARP																
CABS																
JANI																
LAND																
MASN																

**Contractor PRIM C. F. Jordan, LP**

First Day on Site 06/04/2003 Last Day on Site

S for payrolls submitted without problems, P for payrolls with problems - Imported from RMS

This is a tracking tool for certified pay rolls. This one is set up for the Gov. to track not the contractor. Typically the contractor is required to track.



# Specification Section Tab

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export Overview Reports

**Administration - Specification Sections**

[Contract Description](#)  
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[Contractor Payrolls](#)  
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[Progress Payments](#)  
[Specification Sections](#)  
[Submittal Register](#)  
[Transmittal Log](#)

Add Edit Delete Find

Section	Section Title
01012	Submittals During Design
01330	Submittal Procedures
01355D	Enviromental Protection for Dyess AFB
01561	Dust Control
02220a	Demolition
02300a	Earthwork
02316a	Excavtion, Trenching and backfill for Utiliti
02364A	Termite Treatment Subterranean
02510a	Water Distribution System
02531a	Sanitary Sewers
02556a	Gas Distribution System
02630a	Storm-Drainage System
02712a	Lime-Stabilized Base Course, Subbase, Subgrad
02721a	Subbase Courses
02722a	Aggregate and/or Graded-Crushed Aggregate Bas
02731a	Aggregate Surface Course
02741a	Hot-Mix Asphalt (HMA) for Roads
02748A	Bituminous Tack and Prime Coats
02754a	Concrete Pavements for Small Projects

As stated above specification sections should be the same as in the contract, but must be checked by QC for completeness.

# Submittal Register Tab

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export Overview Reports

**Administration - Submittal Register [ 01 Main Register ]**

Contract Description  
Action Items  
Prime Contractor  
Subcontractors  
Contractor Insurance  
Contractor Payrolls  
Pay Activities  
Progress Payments  
Specification Sections  
**Submittal Register**  
Transmittal Log

Add Edit Delete Find

All Submittals

Section	Item No.	Description	SD No.	Received by Government	QC Code	Sent to Contractor	QA Code
01012	1	Design Certification and Transmittal	05				
01012	2						
01012	3						
01355D	3	Storm Water Pollution Prevention Plan	01				
01355D	4	Hazardous Substance Reporting	02				
01355D	5	Final Disposition Reports	11				
01561	2	Recordkeeping	02				
02300a	1	Earthwork					
02300a	3	Testing	06				
02300a	4		06				
02300a	5	Testing	07				

**Transmittal History**

Edit

Transmittal Number	Variation	Received by Government	QC Code	Sent to Contractor	QA Code

Record 1 of 191

The submittal register is all of the specific items per specification section that require submission to the COE. Items can be added to the register in order to better cover a section or to sequence the approvals of submittals for work in the field. All contractors have to do is click the add button on the section that you would like to add an item to and follow the screens.

# Adding a submittal item to register

**Details for Submittal Item [4] - Replace Family Housing (Ph 3)**

Section: 01012 Item: 4 Description:

Paragraph:  Drawing:  Submittal Type:

**Approval Requirement**

FIO / GA

☒ For Information Only

☐ Government Approval

Primary Contractor Reviewer:

Primary Government Reviewer/Office:

Dyess Project Office

**Submittal Schedule**

Required for Activity:  No Activity Selected

Compute Submittal Need Dates based on Activity Schedule. ☐

Government Review Period: 30 Days

Material Procurement Period:  Days

Material Delivery Lag/Lead ±  Days

Fill in description, paragraph, type (drwgs, data, etc...) and whether or not it is a GA or FIO.

Once the schedule is imported into QCS through SDEF then all submittal Items must be tied to specific schedule activities (either by typing in the activity # or by the drop down menu) in order to track when submittals are required to be submitted with the Gov. review time included.

# Transmittal Tab

The screenshot shows a web-based application interface. At the top, a blue header bar contains the text "Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)". Below this is a menu bar with "File", "Options", and "Help". A navigation bar contains buttons for "Home", "Administration", "Quality Control", and "Import/Export". On the right, there are icons for "Overview" and "Reports". The main content area is titled "Administration - Transmittal Log [ 01 Main Register ]". On the left, a sidebar lists various links: "Contract Description", "Action Items", "Prime Contractor", "Subcontractors", "Contractor Insurance", "Contractor Payrolls", "Pay Activities", "Progress Payments", "Specification Sections", "Submittal Register", and "Transmittal Log" (highlighted in red). The main area has a toolbar with "Add", "Edit", "Delete", and "Find" icons. Below the toolbar are four tabs: "Prepare Transmittals" (selected), "Sent To Government", "Returned from Government", and "Completed Transmittals". A table with four columns is displayed: "Transmittal Number", "Submittal Items included on Transmittal", "Contractor Prepared", and "Contractor Sent". The table is currently empty. Below the table, there is a section titled "Submittal Items included on Transmittal -" with two radio buttons: "Display Items" (selected) and "Display Remarks". To the right of these buttons is a table with five columns: "Item", "Primary Contractor Reviewer", "QC Code", "Variation", and "QA Code". The "Variation" column has a checkbox. Below this table, it says "0 Records found."

Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

Administration - Transmittal Log [ 01 Main Register ]

[Contract Description](#)  
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[Transmittal Log](#)

Add Edit Delete Find

Prepare Transmittals Sent To Government Returned from Government Completed Transmittals

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent
--------------------	---	---------------------	-----------------

Submittal Items included on Transmittal -

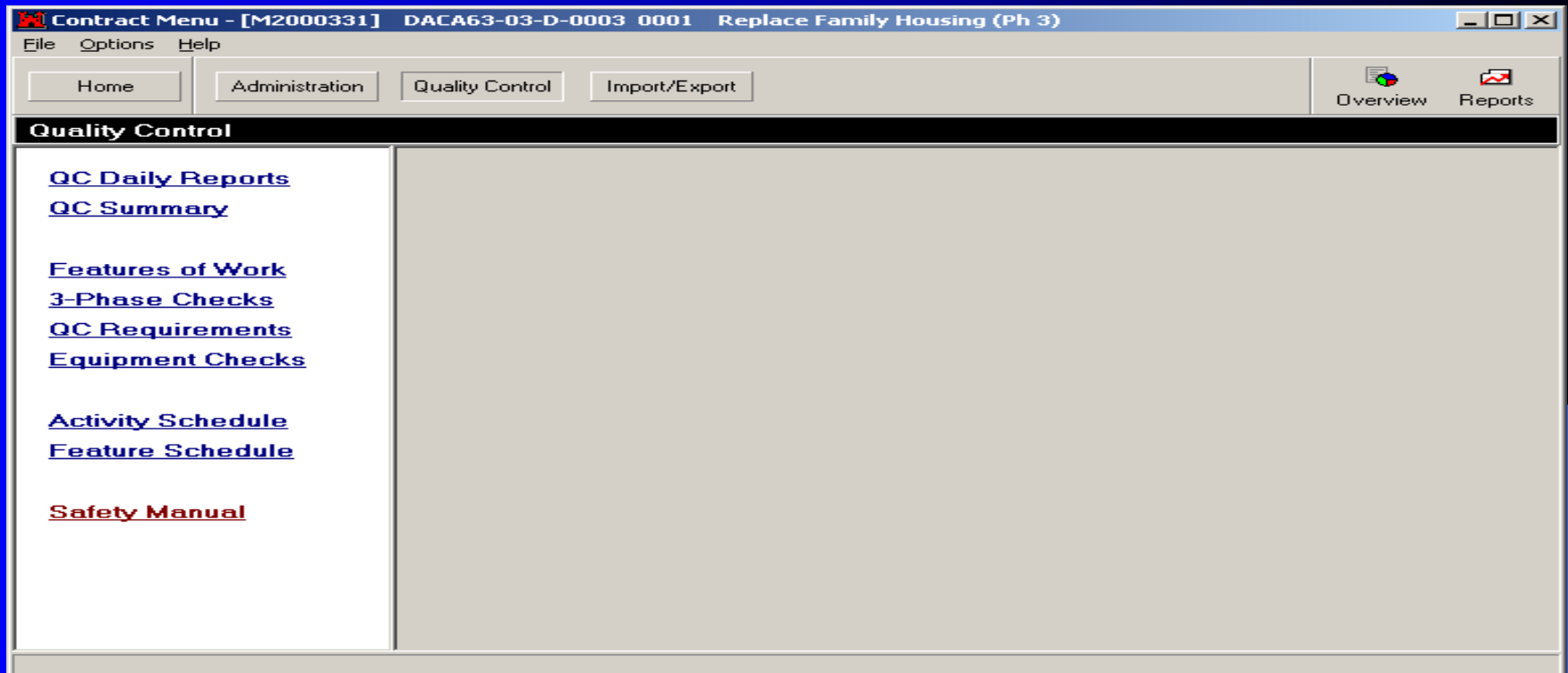
☒ Display Items ☐ Display Remarks

Item	Primary Contractor Reviewer	QC Code	Variation	QA Code
			<input type="checkbox"/>	

0 Records found.

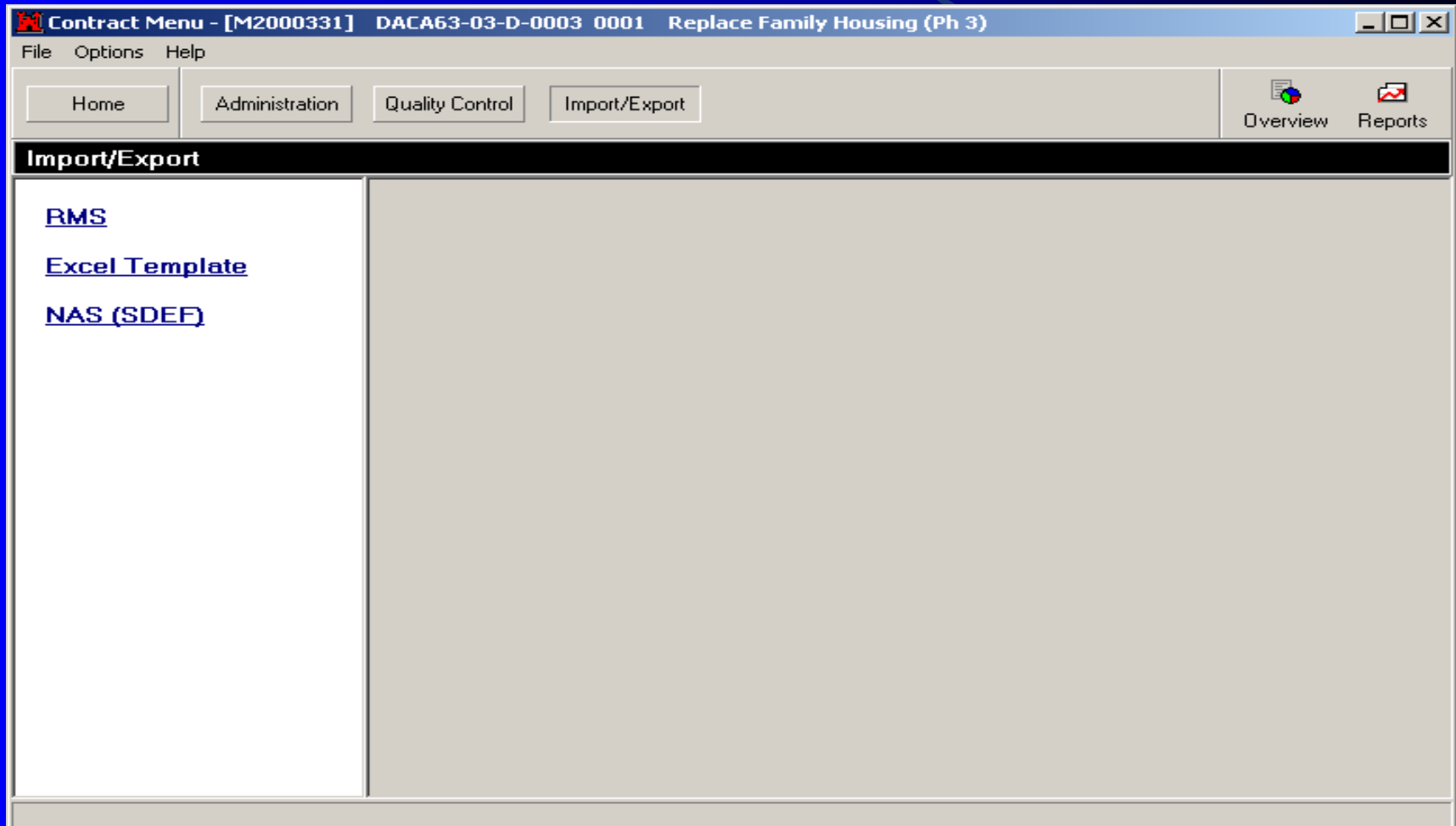
The Transmittal Log screen is where you create the 4025 cover for submittals and track submittals that are in the system. Click the add tab and follow the screens, pick a spec. section, select an item # or #'s then the transmittal # will be populated. Input variance if applicable and the QC action code for the submittal, A, or B then click eng4025 at top right to print.

The Next area to look at is the: Quality Control Tab.  
This tab is where all daily reports are created.



This must be filled in completely and a hard copy turned over to the COE daily, as well as Weekly updates (exports) (or what ever time frame is worked out with COE Field personnel) through a data disk exchange.

Imports/ Exports are done through the appropriate tab and category.



All exports to the Gov. or imports from the Gov. will be done through the RMS link, then select the appropriate type of import or export.

Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

Import/Export - RMS

**RMS**

[Excel Template](#)

[NAS \(SDEF\)](#)

**Notes from Government**

Contract Number: DACA63-03-D-0003  
Export Date: Friday - April 09, 2004  
Export Time: 09:30:22 AM

Last Import: 04/09/2004  
Last Export:

*There are unbalanced CLIN(s) - Export will ignore any proposed Activity Amount Changes*

Import from Government Export to Government

Contractor Data Source: SWF-PRICE-JD1

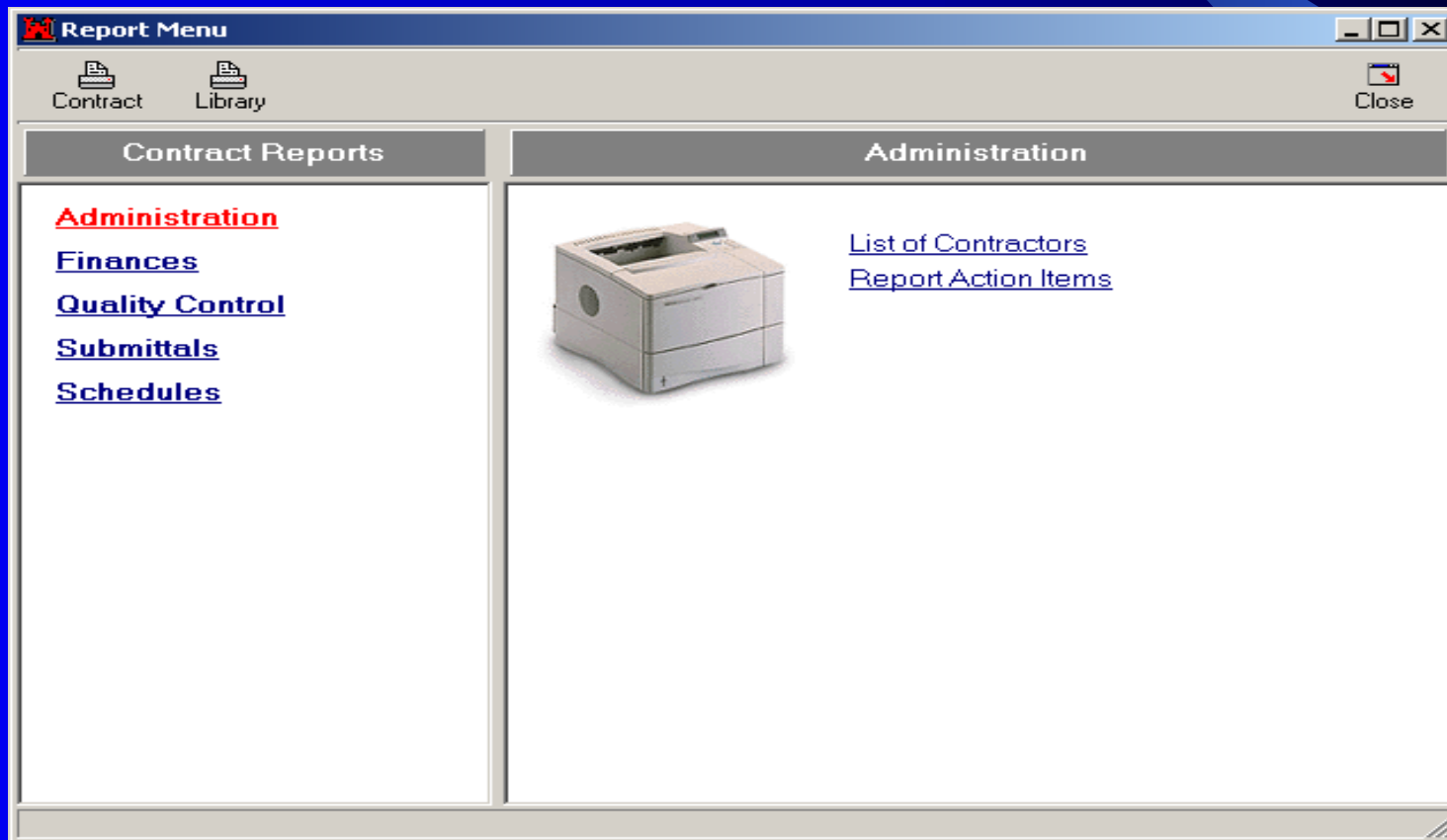
Message of problems will appear as can be seen with the clin's not adding up.

The Excel Template is for submittal registers, but is currently not used due to spec's intact.

The NAS(SDEF) is the tab to import the P3 schedule for preliminary, initial, and monthly updates of the project schedule. This will be discussed later.

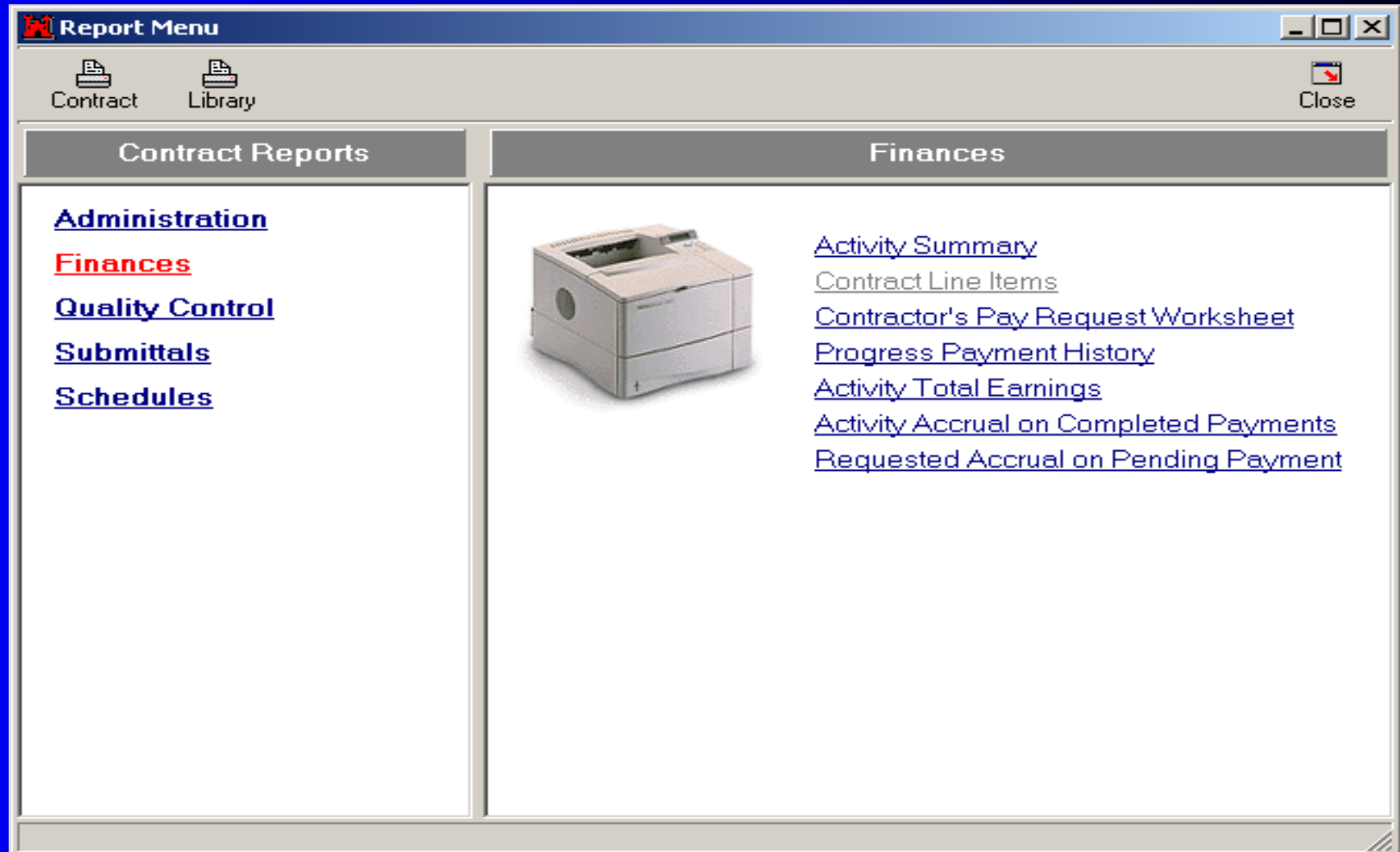
Reports: is a project tool used print reports required for submission of the.  
Each tab has its own individualized reports as shown in the screens below.

## Administration

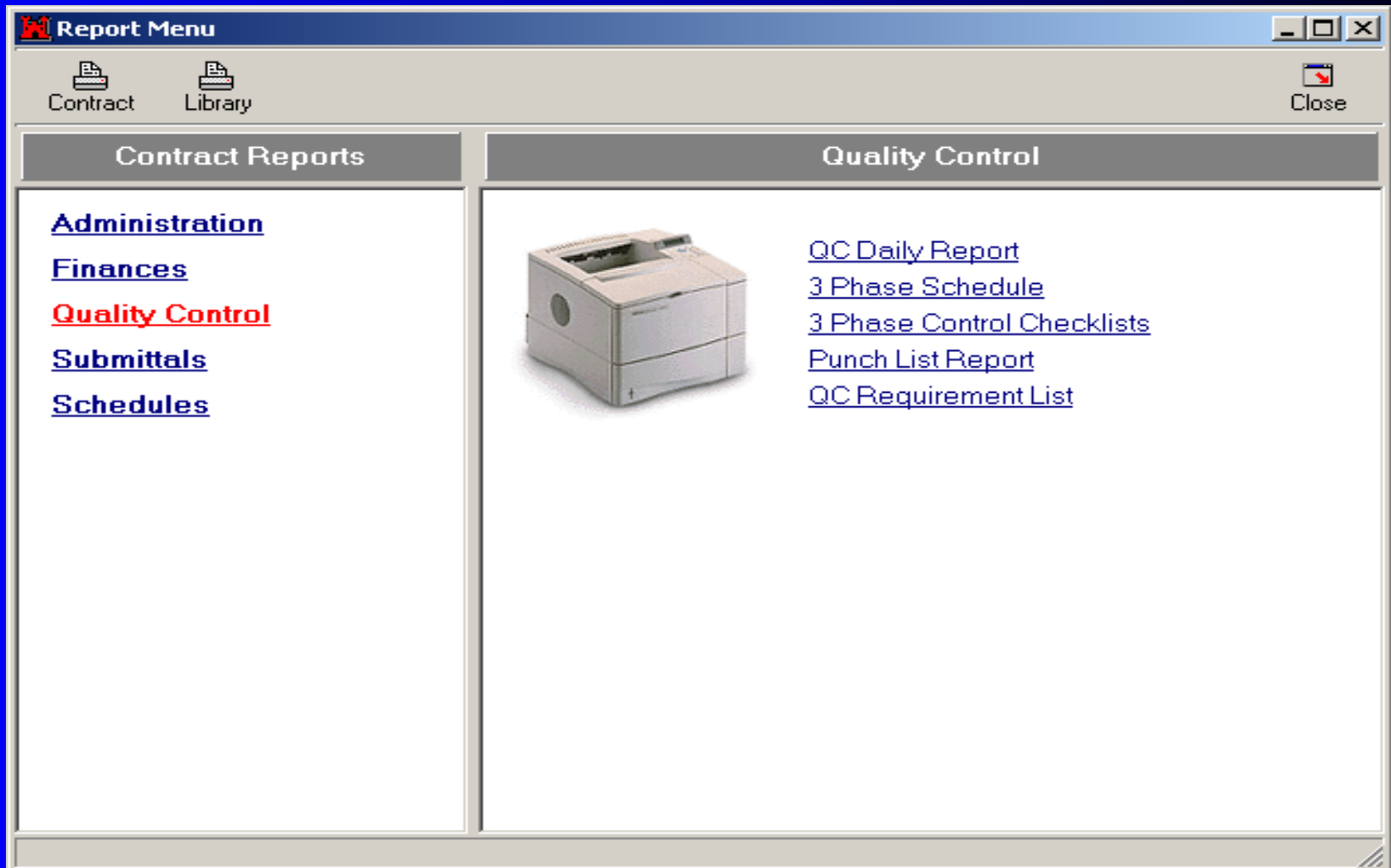




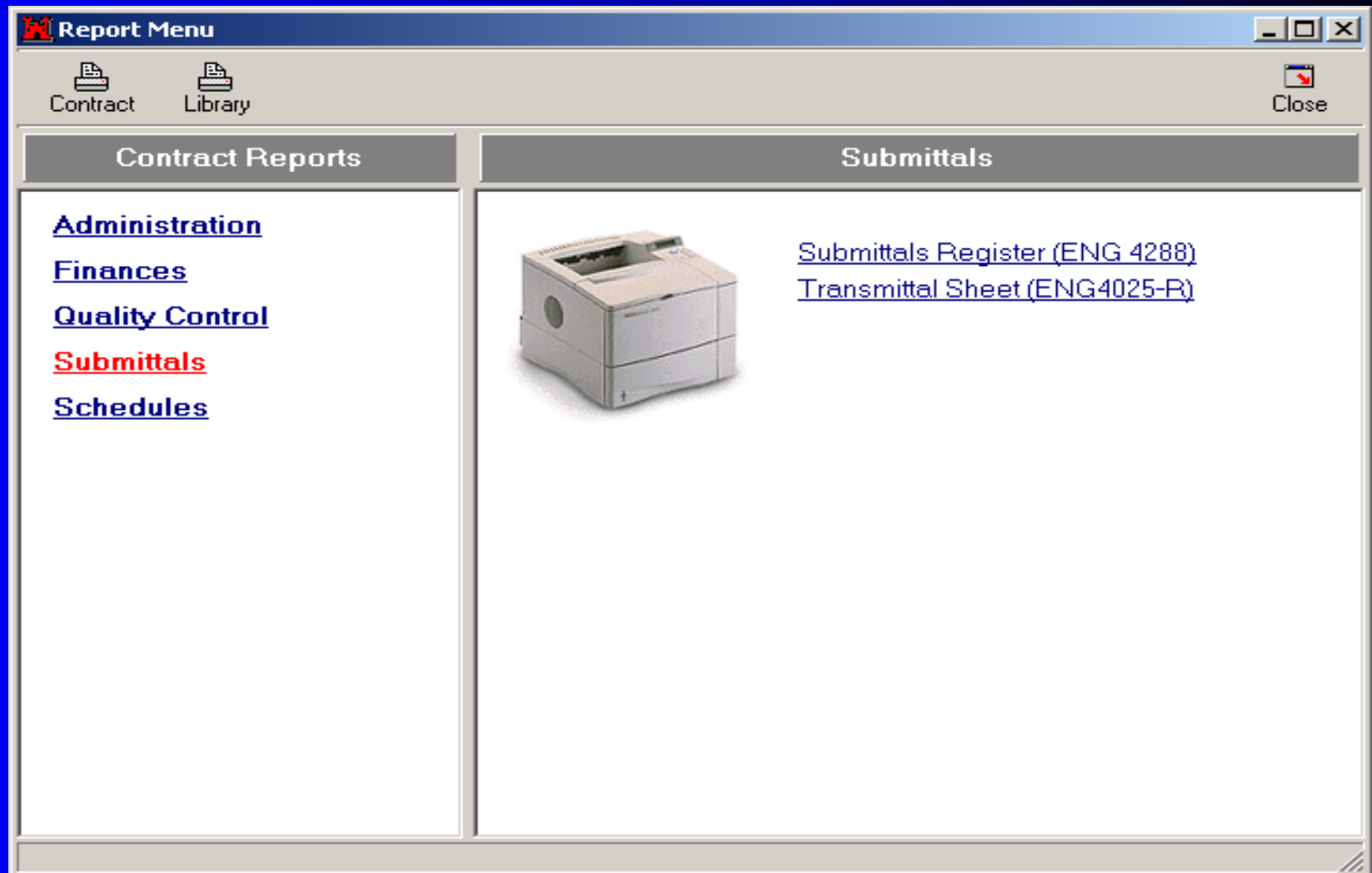
# Finances



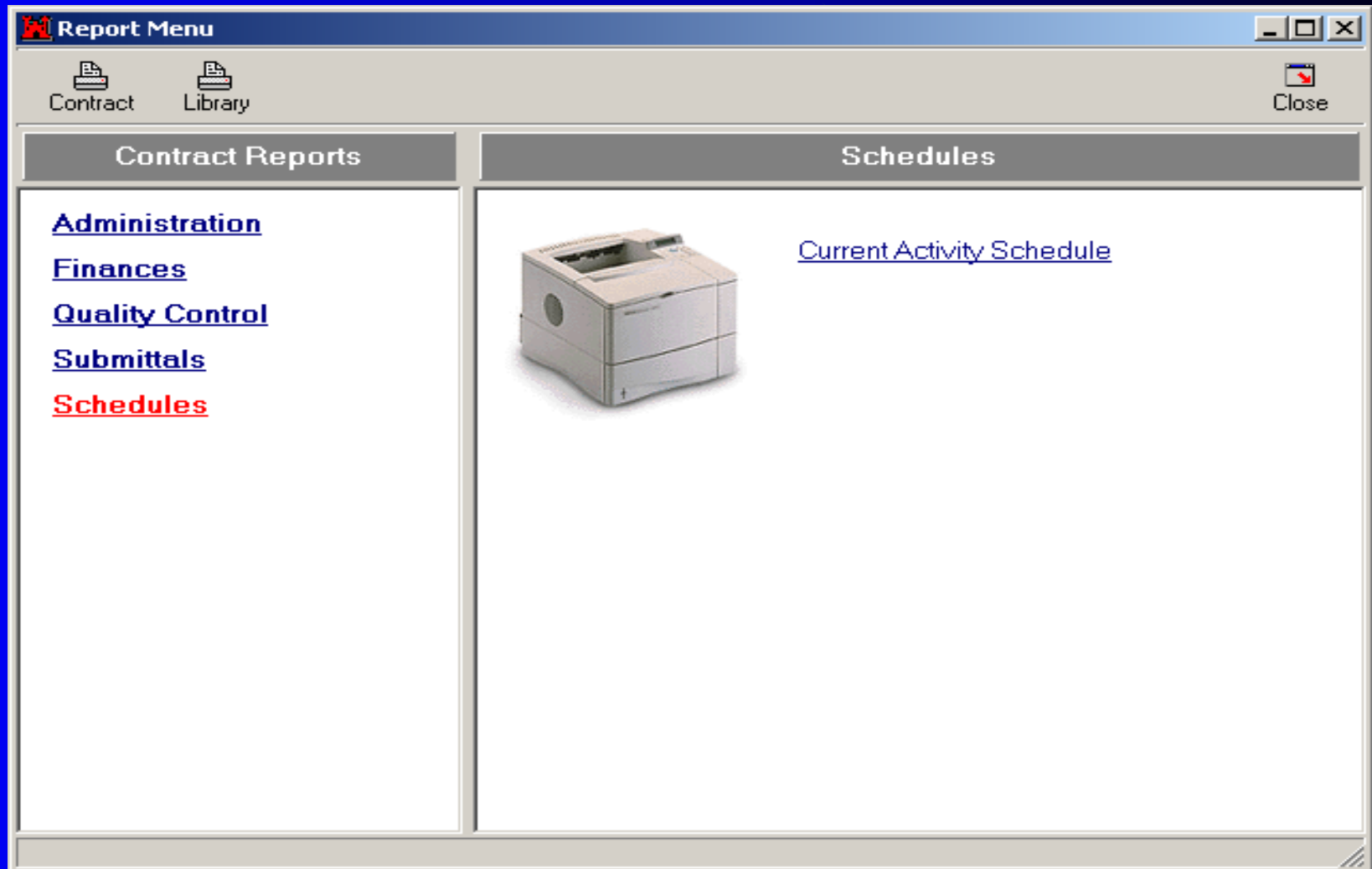
# Quality Control



# Submittals



# Schedules



# SCHEDULES & PAY APPLICATIONS:

Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)

File Options Help

Home Administration Quality Control Import/Export

Overview Reports

**Import/Export - NAS (SDEF)**

[RMS](#)

[Excel Template](#)

[NAS \(SDEF\)](#)

Import from Network Analysis System

Imported Changes Requiring Contractor Acceptance

Import from Contractor's NAS

Last Import Data Date N/A

The screen you will see after clicking import from contractor's NAS

**Import from Network Analysis System (SDEF)**

What would you like to import?

☒ Activity Changes - Add / Deleted / Edited Activities

Activity Change Options

Select All Options

- ☐ Import CLIN
- ☐ Import Activity Amount
- ☐ Import Responsibility Code
- ☐ Import Feature of Work
- ☐ Import Contract Phase
- ☐ Import Project Area
- ☐ Import Work Category
- ☐ Import Duration

☐ Activity Schedule - Scheduled / Actual (start & finish dates)

☐ Pay Request on Activities

Cancel Next >>

1<sup>st</sup> step is to ensure you have the Standard Data Exchange Format (SDEF) conversion in P3. This program is on all P3 installation disks.

- 1) Insert p3 cd
- 2) Click browse
- 3) Copy the sdef folder to your c drive
- 4) Extract p3sdef
- 5) Click setup
- 6) Then after that is complete you should see the following under tools when you open P3 under checkin/check out 2 P3sdef

In order for the SDEF to operate properly with QCS the activity code structure must be exactly as follows:

<u>Field #</u>	<u>Code</u>	<u>Length</u>	<u>Field Description</u>
1	WRKP	3	Workers per day
2	RESP	4	Responsibility
3	AREA	4	Area
4	MODF	6	MOD or Claim #
5	BIDI	6	Bid Item (Clin #) exactly per contract doc.
6	PHAS	2	Phase
7	CATW	1	Category of Work
8	FOW1	10	Feature of Work 1
9	FOW2	10	Feature of Work 2
10	FOW3	10	Feature of Work 3

If you have specific codes that are used by your company such as a updt Update line then they can be added below # 10.

CATW are typically C- civil, A- architectural, S- structural, etc..



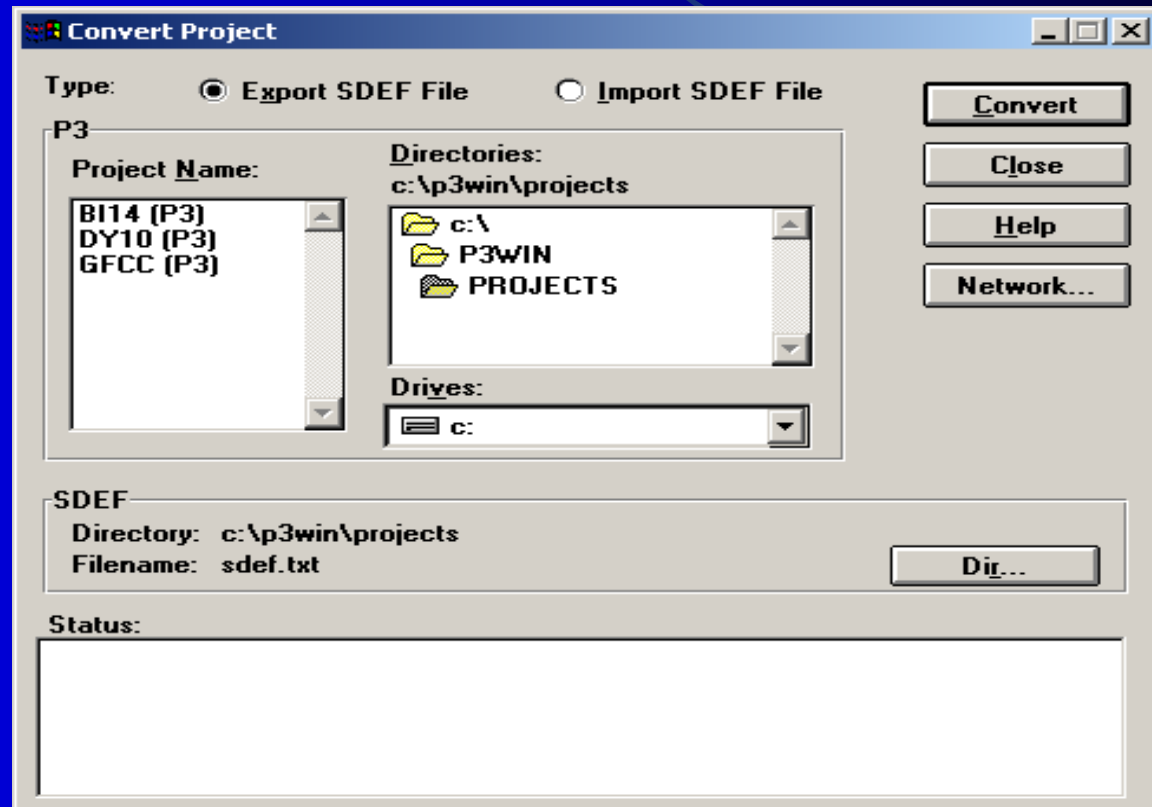
Note: it is imperative that in all schedules initial, preliminary, and monthly updates that the Clin's balance to the entire contract amount. This means summary activities for the 90 day schedule and also whenever a mod is issued by the COE a activity has to be added per clin to total the amount of the modification.

Once the project is set up properly and activities are added then an import is ready to be performed.

# Exporting sdef from P3 for importing to QCS

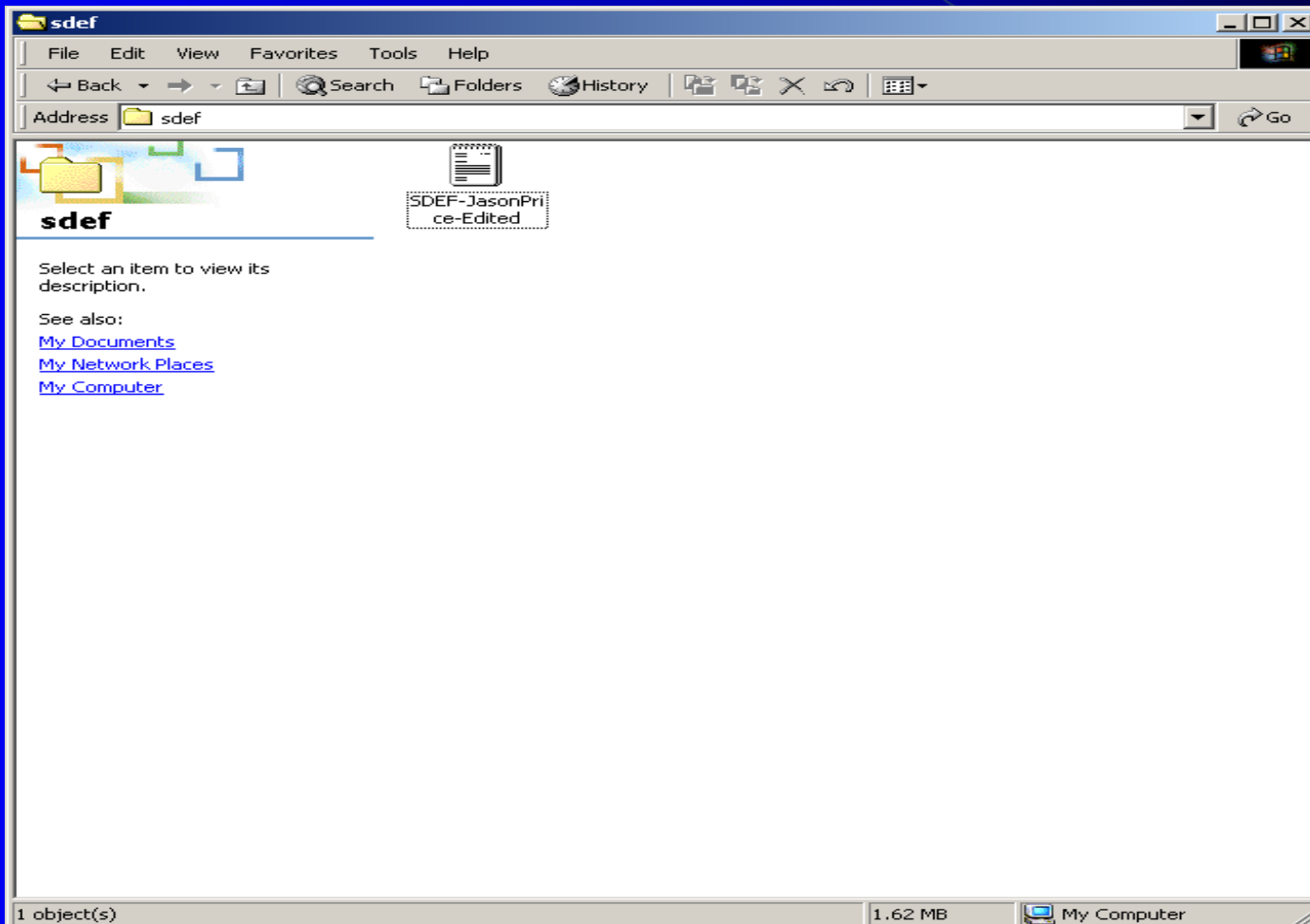
1) Select the sdef from the tool tab in P3, (note: you can not have the project open to perform a successful export)

From P3

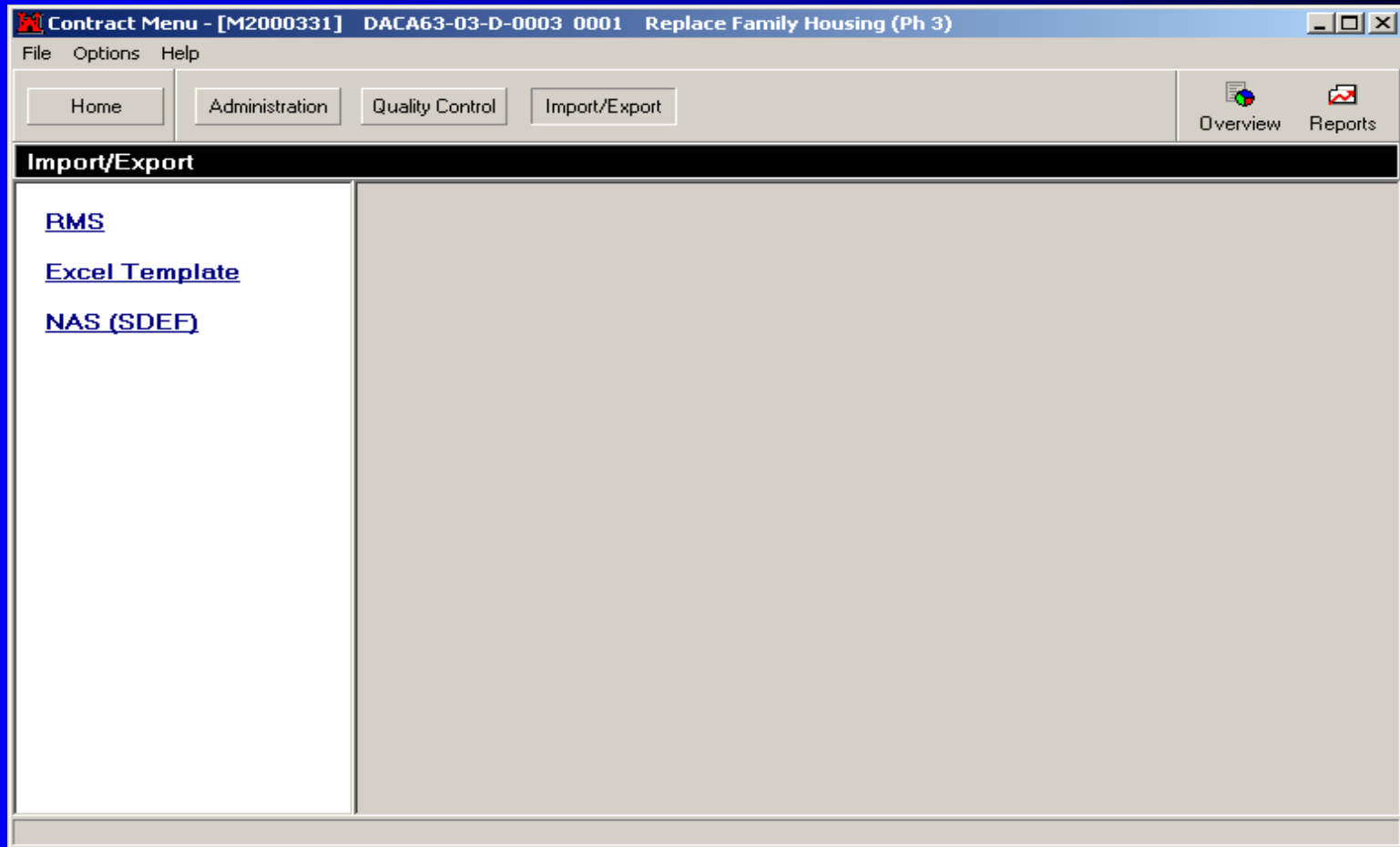


Highlight the project you want to export select the proper directory to export to; then click convert and close when it is complete.

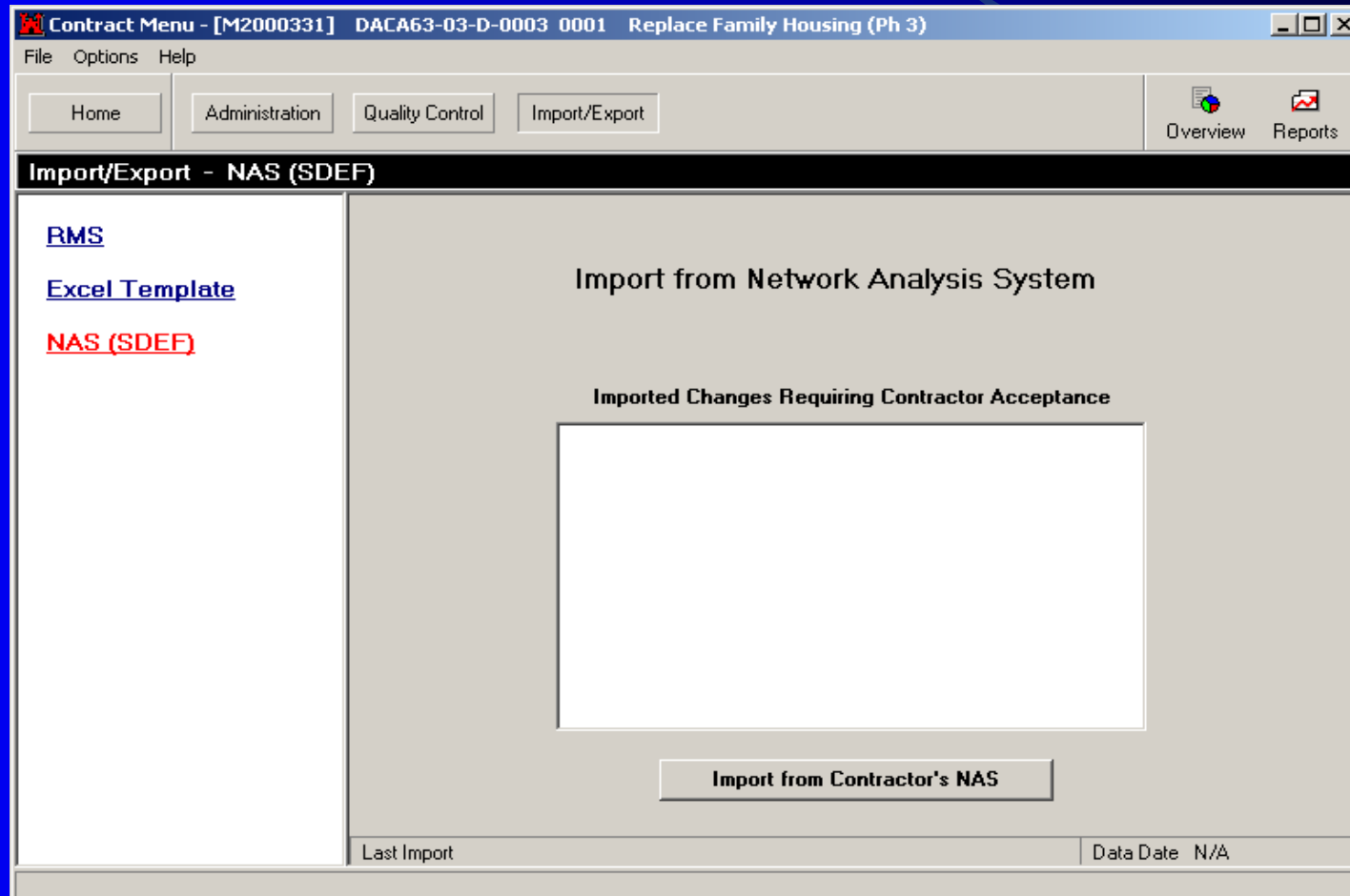
This is a directory that was set up in C: specifically for SDEF exports.



Then select import/ export tab in QCS  
QCS



# Select NAS (SDEF)



# Import contractors NAS

**Import from Network Analysis System (SDEF)**

What would you like to import?

☒ Activity Changes - Add / Deleted / Edited Activities

Activity Change Options

Select All Options

☒ Import CLIN

☒ Import Activity Amount

☒ Import Responsibility Code

☒ Import Feature of Work

☒ Import Contract Phase

☒ Import Project Area

☒ Import Work Category

☒ Import Duration

☒ Activity Schedule - Scheduled / Actual (start & finish dates)

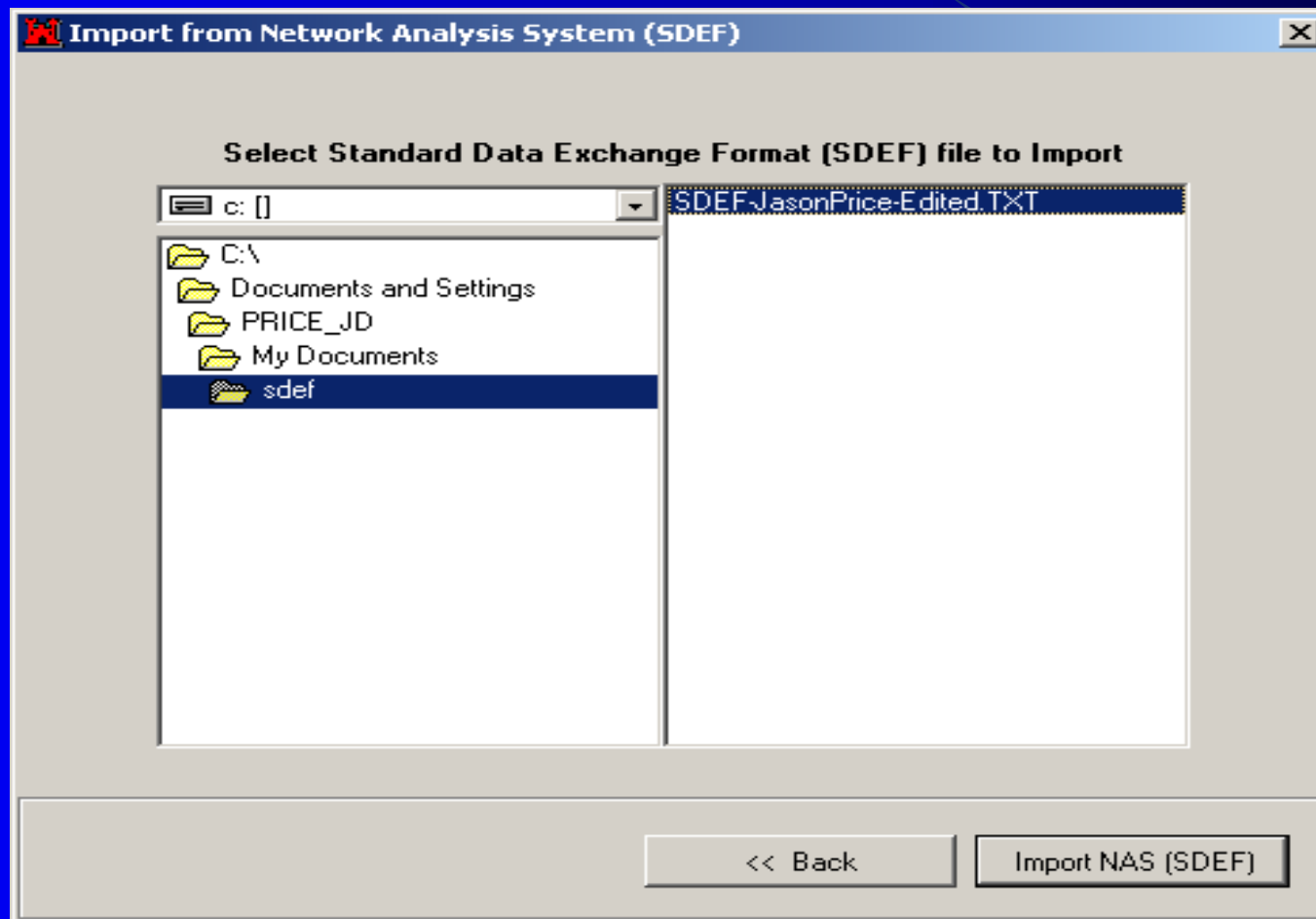
☒ Pay Request on Activities

Cancel Next >>

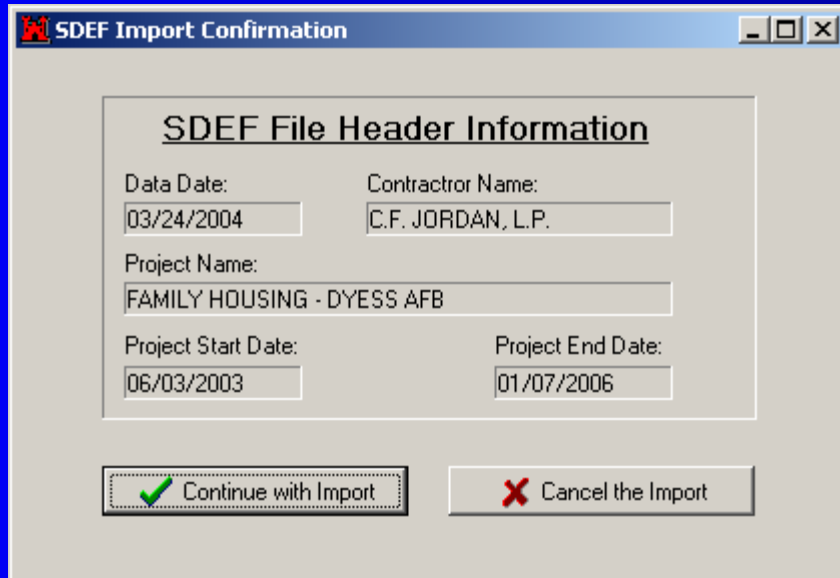
All items must be selected as shown.

Click the next tab

Select location of SDEF and highlight the file.



Then click import NAS (SDEF)



A screenshot of a Windows-style dialog box titled "SDEF Import Confirmation". The dialog has a title bar with a red icon and standard window controls. The main content area is titled "SDEF File Header Information" and contains several text input fields. The "Data Date" field is filled with "03/24/2004". The "Contractor Name" field is filled with "C.F. JORDAN, L.P.". The "Project Name" field is filled with "FAMILY HOUSING - DYESS AFB". The "Project Start Date" field is filled with "06/03/2003" and the "Project End Date" field is filled with "01/07/2006". At the bottom of the dialog, there are two buttons: "Continue with Import" which has a green checkmark icon, and "Cancel the Import" which has a red X icon.

**SDEF Import Confirmation**

SDEF File Header Information

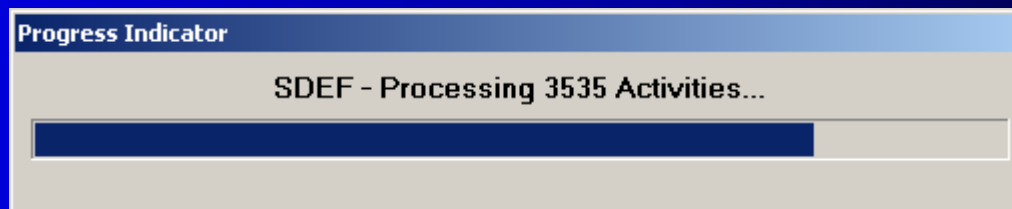
Data Date: 03/24/2004 Contractor Name: C.F. JORDAN, L.P.

Project Name: FAMILY HOUSING - DYESS AFB

Project Start Date: 06/03/2003 Project End Date: 01/07/2006

☒ Continue with Import ☐ Cancel the Import

Click continue



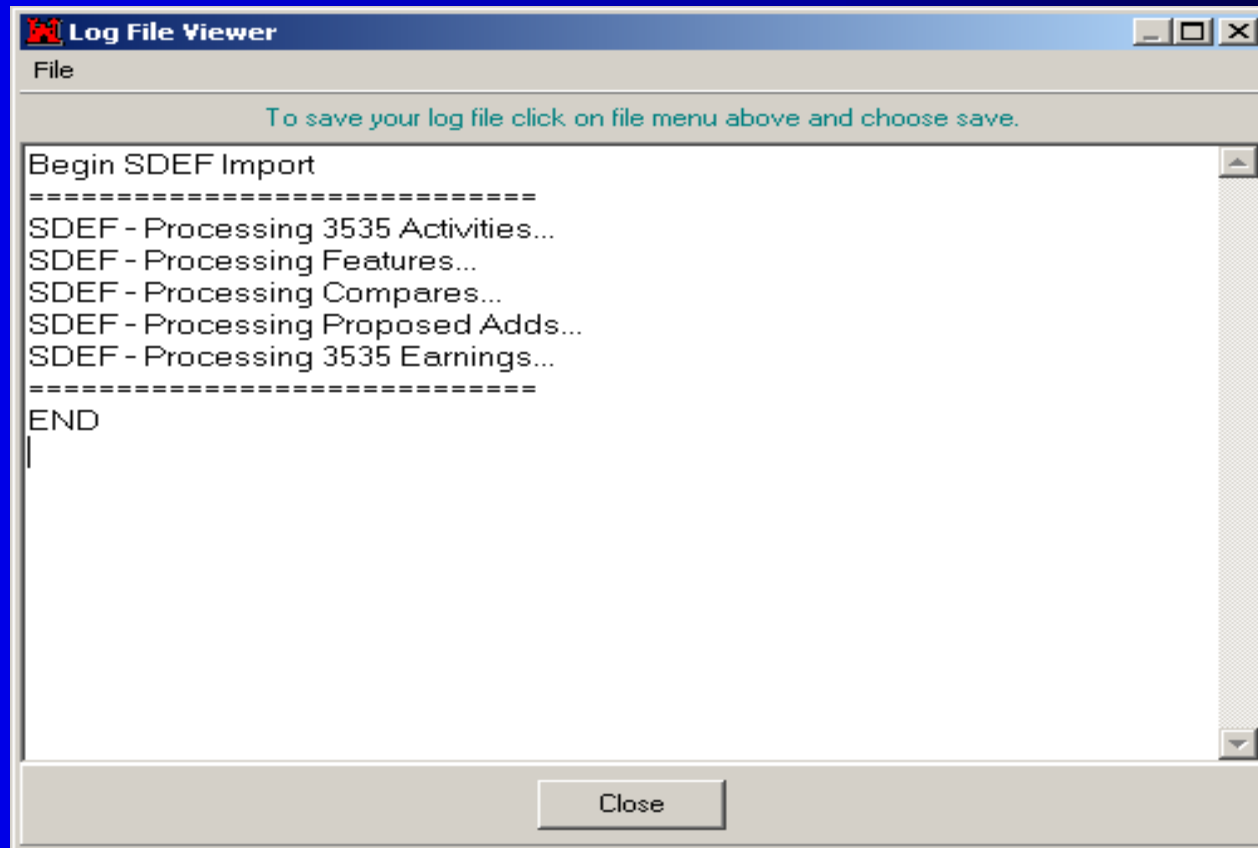
A screenshot of a "Progress Indicator" dialog box. It has a title bar with the text "Progress Indicator". The main area displays "SDEF - Processing 3535 Activities..." above a horizontal progress bar. The progress bar is a dark blue rectangle that is approximately three-quarters full, indicating the progress of the activity processing.

**Progress Indicator**

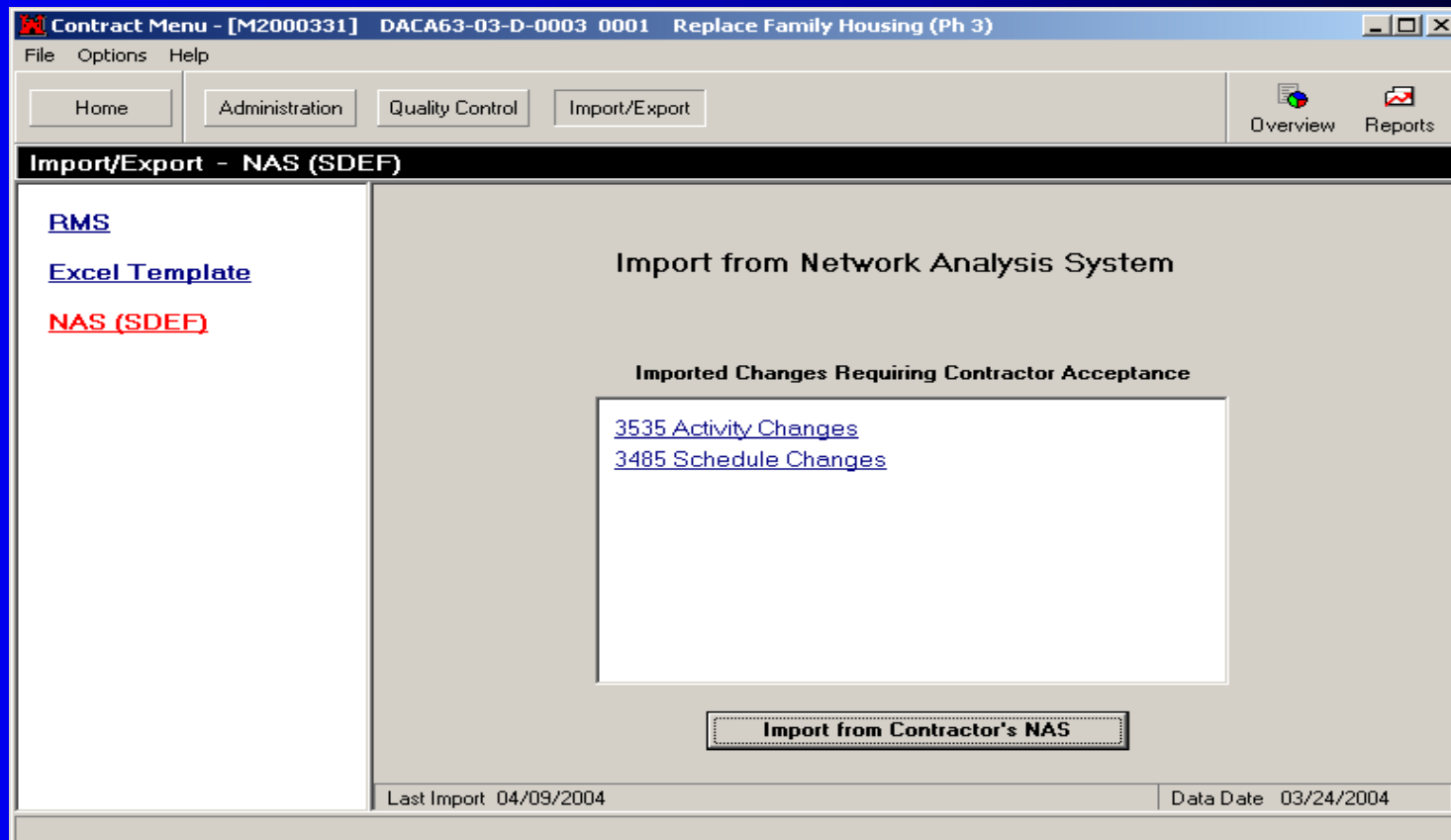
SDEF - Processing 3535 Activities...



It will process the files and then the following screen will come up.



Select ok and you will see the next screen, which will tell you all of the changes.



You have to clear all of the Items that are blue before you can do any other work on schedule related items in QCS. Just click on the blue items and accept or deny the changes. They will be spelled out below once the activity is highlighted.

**Compare Records**

☒ Approve All
 ☒ Disapprove All
 ☒ Clear All
 ☒ Find
 ☒ Close

Item	Description	Change	Approved	Disapproved
1000	START PHASE 1	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100010	BLUE TOP	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100020	UNDERGROUND PLUMBING	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100030	FORM/TRENCH/REINFORCE SLAB	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100040	SLAB INSPECTION	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100050	POUR SLAB	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10010	BLUE TOP	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10020	UNDERGROUND PLUMBING	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10030	FORM/TRENCH/REINFORCE SLAB	Edited	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**1000, START PHASE 1 Edited**

Calendar	Current Activity	Proposed Activity
		1

☒ Show only information that has changed

Note: be patient after you click close it takes a while to process the accepted changes.

Now you have your 1<sup>st</sup> schedule in QCS and you must go and tie the submittal items to that schedule in order to link the two.

Go to Administration tab and select submittal register

**Contract Menu - [M2000331] DACA63-03-D-0003 0001 Replace Family Housing (Ph 3)**

File Options Help

Home Administration Quality Control Import/Export Overview Reports

**Administration - Submittal Register [ 01 Main Register ]**

[Contract Description](#)  
[Action Items](#)  
[Prime Contractor](#)  
[Subcontractors](#)  
[Contractor Insurance](#)  
[Contractor Payrolls](#)  
[Pay Activities](#)  
[Progress Payments](#)  
[Specification Sections](#)  
[Submittal Register](#)  
[Transmittal Log](#)

Add Edit Delete Find All Submittals

Section	Item No.	Description	SD No.	Received by Government	QC Code	Sent to Contractor	QA Code
01012	1	Design Certification and Transmittal	05				
01012	2						
01012	3						
01355D	3	Storm Water Pollution Prevention Plan	01				
01355D	4	Hazardous Substance Reporting	02				
01355D	5	Final Disposition Reports	11				
01561	2	Recordkeeping	02				
02300a	1	Earthwork					
02300a	3	Testing	06				
02300a	4		06				
02300a	5	Testing	07				

**Transmittal History**

Edit

Transmittal Number	Variation	Received by Government	QC Code	Sent to Contractor	QA Code

Record 1 of 191

Click on the submittal item and select edit or double click

Details for Submittal Item [3] - Replace Family Housing (Ph 3)

Section: 01355D Item: 3 Description: Storm Water Pollution Prevention Plan

Paragraph: 3.11.1 Drawing: Submittal Type: 01 PRECON SUBMTL

Approval Requirement

FIO / GA

☒ For Information Only

☐ Government Approval

Primary Contractor Reviewer

Primary Government Reviewer/Office

Submittal Schedule

Required for Activity

Compute Submittal Need Dates based on Activity Schedule.

Government Review Period: 60 Days

Material Procurement Period: 0 Days

Material Delivery Lag/Lead ±: 0 Days

If you know the Activity id to the activity associated with the submittal you can type it in the block required for activity, if not select the drop down menu and select the applicable activity.

Once you have found the appropriate activity (descriptions are in gray area) select click ok. The activity selected should be an activity that needs the submittal approval to start. This will allow QCS put required by date in the table for submittals so you can track what submittals are critical to be submitted and it will be updated with every schedule update.

Pay activity table - includes scheduling and pa...

Search Characters

	Activity
<input type="checkbox"/>	1000
<input type="checkbox"/>	100010
<input type="checkbox"/>	100020
<input type="checkbox"/>	100030
<input type="checkbox"/>	100040
<input type="checkbox"/>	100050
<input type="checkbox"/>	10010
<input type="checkbox"/>	10020
<input type="checkbox"/>	10030
<input type="checkbox"/>	100370
<input type="checkbox"/>	10040
<input checked="" type="checkbox"/>	10050
<input type="checkbox"/>	1010

POUR SLAB

Record 12 of 3537.

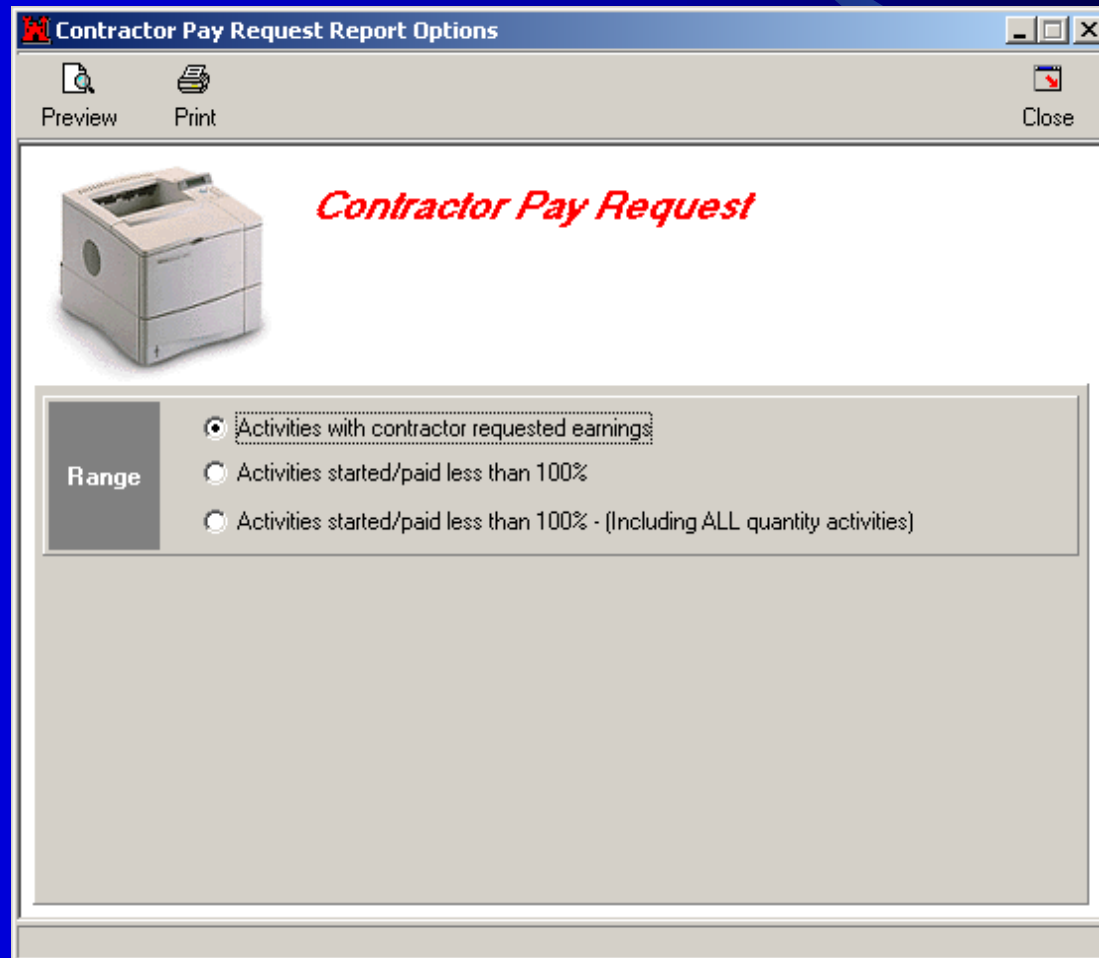
## Pay applications:

The requested percentages for each monthly update must be agreed to between the QC and the QA on the project. They should be on a schedule line item by line item basis and should show the activity ID, description, actual start / finish date of that activity the previous percent agreed if applicable, and the requested percent for that period.

Once they are agreed to and the record paper is signed by both QC & QA. The contractor should update the schedule to reflect that information and move the data date to reflect the period of performance.

Then repeat the SDEF procedures for that schedule and import the SDEF as described above.




Before submitting a pay application, but after importing the SDEF go to reports in QCS and print the following report to turn in with the pay application and also to check against the signed agreed to percentages page to ensure that the proper percents were entered into P3.





## Contractor Pay Request No. 0007


 Page  of 

 Print
  Export
  Close
US Army Corps  
of Engineers

## Contractor Pay Request No. 0007

09 Apr 2004

Replace Family Housing (Ph 3)  
DACA63-03-D-0003 0001

Dyess Air Force Base, Texas

Activity Number	Description	Total Amount	Previous Paid	Requested	Allowed
<b>2075</b>	<b>MASS GRADING</b>	\$611,296.00	20 %	45 %	_____ %
Contractor	Subcontractor: General - not submitted, Auto - not submitted, Workman's comp - not submitted SF Form 1413 Statement and Acknowledgment Document not submitted Activity not reported finished				
<b>2085</b>	<b>SANITARY SEWER</b>	\$295,982.00	0 %	21 %	_____ %
Contractor	Subcontractor: General - not submitted, Auto - not submitted, Workman's comp - not submitted SF Form 1413 Statement and Acknowledgment Document not submitted Activity not reported finished				
	Submittal 02531a #1	Portland Cement			Not submitted
	Submittal 02531a #3	Joints			Not submitted
<b>2095</b>	<b>DOMESTIC WATER</b>	\$303,012.00	0 %	28 %	_____ %
Contractor	Subcontractor: General - not submitted, Auto - not submitted, Workman's comp - not submitted SF Form 1413 Statement and Acknowledgment Document not submitted Activity not reported finished				
	Submittal 02510a #2	Catalog Data for Other Appurtenances Ins			Not submitted
	Submittal 02510a #3	Waste Water Disposal Method			Not submitted
	Submittal 02510a #7	Manufacturer's Representative			Not submitted
	Submittal 02510a #9	Installation			Not submitted
	Submittal 02510a #11	Meters			Not submitted
<b>2105</b>	<b>STORM SEWER</b>	\$595,996.00	0 %	11 %	_____ %
Contractor	Subcontractor: General - not submitted, Auto - not submitted, Workman's comp - not submitted SF Form 1413 Statement and Acknowledgment Document not submitted Activity not reported finished				
	Submittal 02630a #1	Placing Pipe			Not submitted
	Submittal 02630a #5	Resin Certification			Not submitted
	Submittal 02630a #6	Resin Certification			Not submitted
<b>2200</b>	<b>MASS GRADING - MOD #5</b>	\$220,221.00	20 %	45 %	_____ %
Contractor	Subcontractor: General - not submitted, Auto - not submitted, Workman's comp - not submitted SF Form 1413 Statement and Acknowledgment Document not submitted				

Note if the percentages do not match have the scheduler re-due the incorrect percentages. This will aid in getting you monies in a timely fashion.

You should have an activity in the schedule for stored materials if any are being requested. The total amount of stored materials has to be entered under the administration tab. Select pay apps, requested activity earnings then additional earnings. Activity earning should come up first then select the additional earnings tab. This screen will show the total amount paid to date as well as accrual this period. This screen is a good double check that the proper amount of monies is being requested. Note: the requested pay application will not show up on the pay application screen until it is approved by the COE and you receive a update for the COE with the pay app on it.



Find



Close

Activity Earnings

Additional Earnings

## Activity Earnings

Total Requested Activity Earnings to Date

Previous  
Total Earnings

\$1,413,026.00

Total Earnings  
To Date

\$1,753,122.24

Estimated Stored Materials  
Included in Activity Earnings

\$0.00

## Additional Requested Earnings not included in above Activity Earnings

Additional Stored Material

\$0.00

\$0.00

Preparatory Work

\$0.00

\$0.00

Performance and Payment Bond

\$0.00

\$0.00

## Subcontractor Deductions

Less Subcontractor Deductions held by Prime

\$0.00

\$0.00

## Sum of Requested Earnings to Date

Total Requested Earnings

\$1,413,026.00

\$1,753,122.24

Accrual this Period

\$340,096.24

Payment No. 7

Thru

Invoice Date

Requested Earnings Completed

☐ Yes

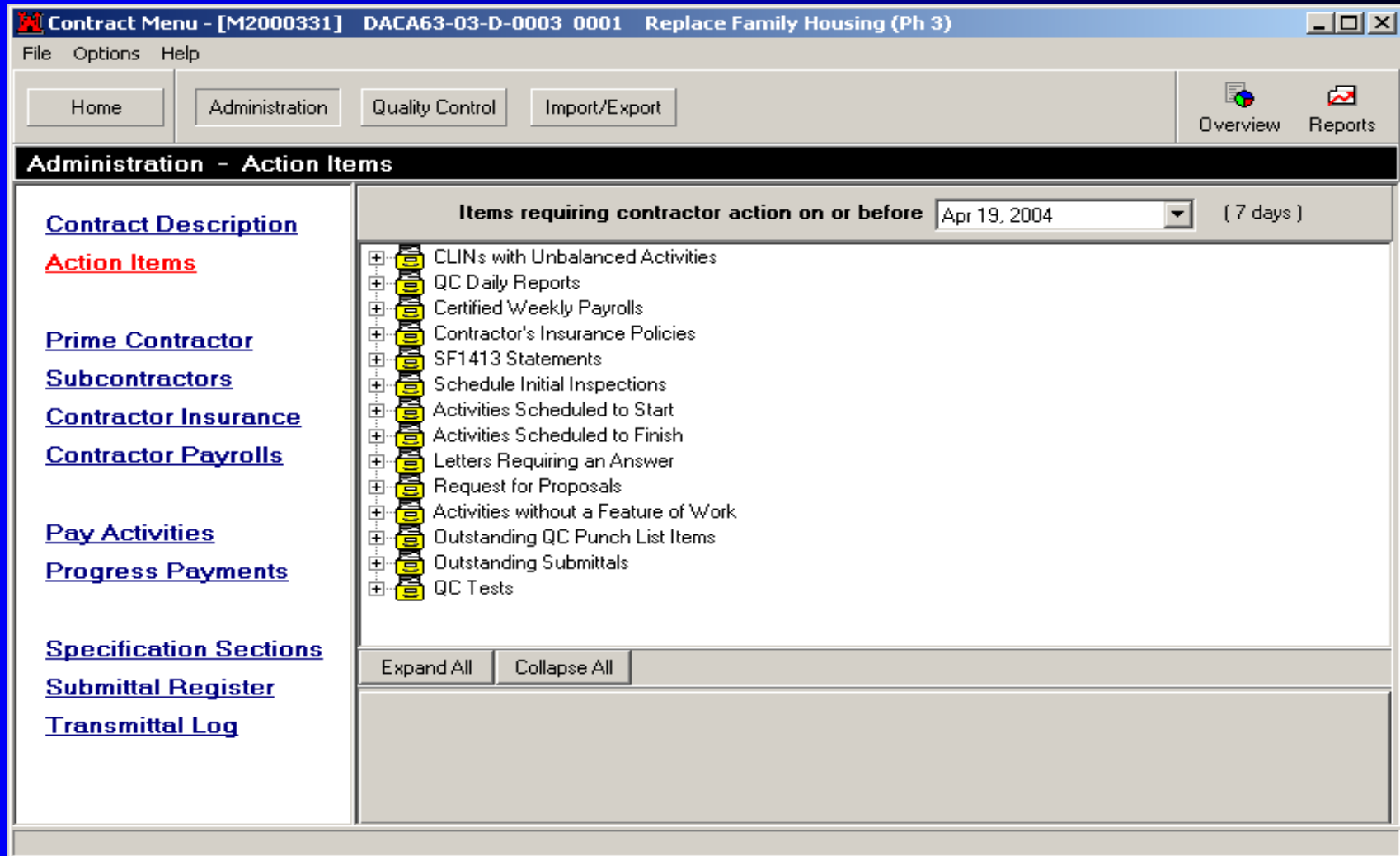
All stored material should be entered in the top right hand box Estimated Stored Materials Included in activity earnings.

Enter the thru date and the invoice date then select the Yes at the bottom right hand corner for Requested earnings completed.

Then prepare all documents for pay apps and perform an export of QCS to the COE.

Turn in all information including schedule back-up and all applicable reports with the pay application.

The last Item to review weekly is the action Item tab under administration.



This should be reviewed weekly by the QC to ensure that all Items are being addressed.

All of the Information show in this section is a brief summary of the procedures for operating QCS. For more detailed information you can print the 190 page manual from the QCS website shown below. For specific questions you can call the RMS people at 760-247-0217 or Jason Price at 817-886-1655.

http://216.86.193.60/qcs/guides.html - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address http://216.86.193.60/qcs/guides.html#QCSUsersGuide Go Links »

THESE FILES SHOULD BE DOWNLOADED TO YOUR COMPUTER  
DO NOT ATTEMPT TO READ THEM ON-LINE (USE " RIGHT MOUSE  
CLICK" & 'SAVE TARGET AS:')

QCS Users' Guide			
Document	Version	Updated	PDF Format
Complete Manual	2.33.1.3	08-19-03	<a href="#">QCS.PDF</a>
QCS Program Installation Help File			
F.A.Q.	2.33.1.5	10-03-03	<a href="#">QCS_HELP.CHM</a>
Sample Contractor Planning Guides			
Contractor's Guide to Contract Administration - Sample from CESP	1.0	09-06-02	<a href="#">KtrGuide.PDF</a>
QC Plans - Planning for Success - Sample from CESP	1.0	09-06-02	<a href="#">QCPlanning.PDF</a>
Contractor Checklist - Sample from CESP	1.0	09-06-02	<a href="#">Checklist.PDF</a>
Primavera Setup File and Examples (NOTE: Primavera (P3) is currently the ONLY program that will comply with the required SDEF format.)			
SDEF Zip File	1.0	10-29-02	<a href="#">SDEF.ZIP</a>
Contractor Training Aids			
QCS Training Agenda	1.0	09-14-02	<a href="#">Agenda.DOC</a>

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http://216.86.193.60/datafiles/008-QCSManual.pdf Internet